emachines®

Desktop PC
User Guide

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Chapter 1

Getting Help

- Using the eMachines Web site
- Using your Reference Guide
- Using Help and Support
- Getting technical support
- Using online help
- Getting technical support

Thank you for purchasing our computer!

You have made an excellent decision choosing eMachines. We are sure that you will be pleased with the outstanding quality, reliability, and performance of your new computer. Each and every eMachines computer uses the latest technology and passes through the most stringent quality control tests to ensure that you are provided with the best product possible.

Please read this manual carefully to familiarize yourself with our range of services and support. We have highlighted some basic care and safety information to help you keep your computer in good operating condition.

eMachines stands behind our value proposition to our customers—to provide best-of-class service and support in addition to high-quality, brand-name components at affordable prices. If you ever have a problem, our knowledgeable, dedicated customer service department will provide you with fast, considerate service.

We sincerely hope that you will receive the utmost satisfaction and enjoyment from your new eMachines computer for years to come.

Thanks again, from all of us at eMachines.

Using the eMachines Web site

eMachines' online support is available 24 hours per day, 7 days per week and provides the most current drivers, product specifications, tutorials, and personalized information about your computer. Visit the eMachines Web support site at www.emachines.com.

Using your Reference Guide

The *Reference Guide* for your computer contains setting up, hardware, configuration, and troubleshooting information. Your reference guide is a file stored on your computer.

▶ **To access your online *Reference Guide*:**

- Click **Start**, **All Programs**, then then click **Gateway Documentation**.

■

Using Help and Support

Your computer includes *Help and Support*, an easily accessible collection of help information, troubleshooters, and automated support. Use Help and Support to answer questions about Windows and to help you quickly discover and use the many features of your eMachines computer.

▶ **To start Help and Support:**

- Click **Start**, then click **Help and Support**. Help and Support opens. You can find help information by clicking a link, performing a search, or browsing the index.

■

Searching for a topic

To search for a topic in Help and Support:

1. Type a word or phrase (keyword) in the **Search** box located at the top of any Help and Support screen, then press **ENTER**.

   For each search, you receive the following search result types:

- Suggested Topics—These topics are located in Help and Support and are relevant to your search topic.
- Full-text Search Matches—These topics are located in Help and Support and contain the words you entered in the **Search** box.
- Microsoft Knowledge Base—These topics are located on the Microsoft Web site and contain the words you entered in the **Search** box. You must be connected to the Internet to search for and access these topics.

2. To view a list of your search results, click the results header for the type of results you want to view.
3. To view a topic, click the topic name in the **Search Results** list.

■

Using online help

Many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. You can access most online help information by selecting a topic from a **Help** menu or by clicking a **Help** button.

You can search for information by viewing the help contents, checking the index, searching for a topic or keyword, or browsing through the online help.

Getting technical support

For more information on contacting Customer Care (technical support), see the “Troubleshooting” chapter in your *Reference Guide* or see the Customer Care label on your computer.

Finding your model and serial number

The label on the top, side, or bottom of your computer case includes your computer serial number. eMachines Customer Care will need this information if you call for assistance.

Microsoft Certificate of Authenticity

The Microsoft Certificate of Authenticity label found on your computer includes the product key code for your operating system. If you ever reinstall Windows from the installation CD or DVD, you will need to enter these numbers to activate Windows.

Chapter 2

Using Windows XP

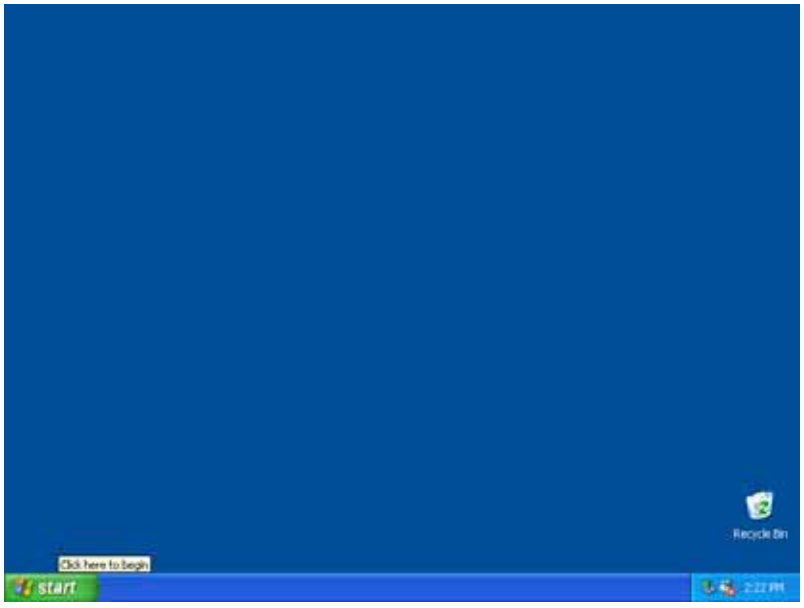
- Using the Windows desktop
- Working with files and folders
- Searching for files
- Working with documents
- Shortcuts

Using the Windows desktop

After your computer starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Help
For more information about the Windows desktop, click **Start**, then click **Help and Support**. Type **Windows desktop** in the **Search** box, then press ENTER.

Your desktop may be different from this example, depending on how your computer is set up. The desktop contains the taskbar, the Start button, and the Recycle Bin icon.



Desktop elements	Description
	The *taskbar* is the bar at the bottom of the computer display containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running. Click a program's *button* on the taskbar to open the program's window.
	The *Start button* provides access to programs, files, help for Windows and other programs, and computer tools and utilities. Click the **Start** button, then open a file or program by clicking an item on the menu that opens.
	The *Recycle Bin* is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your computer. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 11.
	The Windows Security Center icon may appear on the taskbar near the clock. The icon changes appearance to notify you when the security settings on your computer are set below the recommended value or when updates are available. Double-click this icon to open the Windows Security Center. For more information, see "Modifying security settings" on page 80.

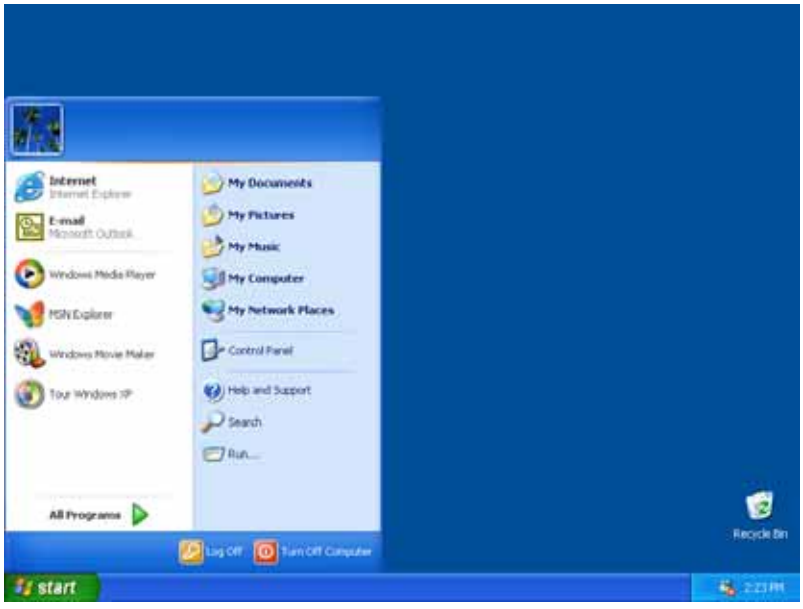
Using the Start menu

Help
For more information about the Windows Start menu, click **Start**, then click **Help and Support**. Type **Windows Start menu** in the **Search** box, then press ENTER.

You can start programs, open files, customize your system, get help, search for files and folders, and more using the Start menu.

To use the Start menu:

1. Click the **Start** button on the lower left of the Windows desktop. The Start menu opens showing you the first level of menu items.
2. Click **All Programs** to see all programs and files in the Start menu. When you move the mouse pointer over any menu item that has an arrow next to it, another menu, called a *submenu*, opens and reveals related files, programs, or commands.
3. Click a file or program to open it.



Adding icons to the desktop

Help
For more information about desktop icons, click **Start**, then click **Help and Support**. Type **desktop icons** in the **Search** box, then press ENTER.

You may want to add an icon (shortcut) to the desktop for a program that you use frequently.

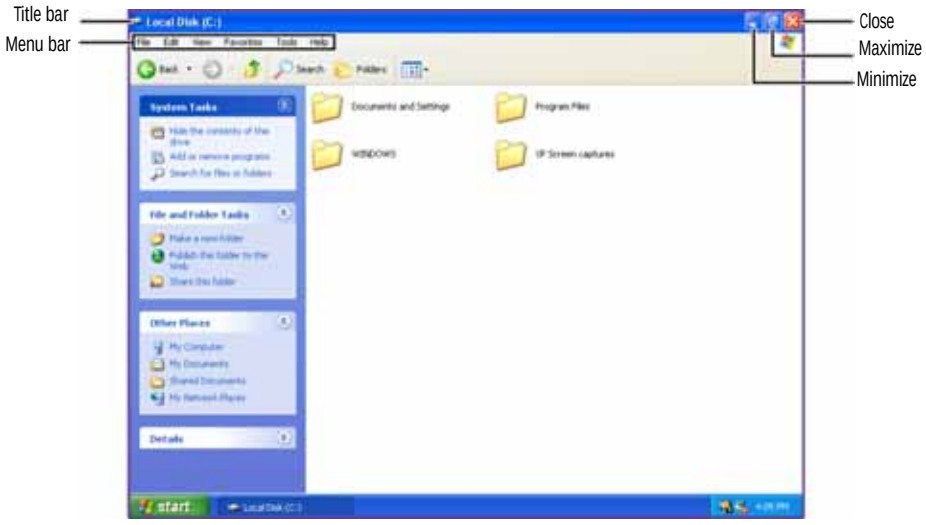
To add icons to the desktop:

1. Click **Start**, then click **All Programs**.
2. Right-click (press the right mouse button) the program that you want to add to the desktop.
3. Click **Send To**, then click **Desktop (create shortcut)**. A shortcut icon for that program appears on the desktop.

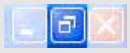
Identifying window items

Help
For more information about windows, click **Start**, then click **Help and Support**. Type **window** in the **Search** box, then press ENTER.

When you double-click the icon for a drive, folder, file, or program, a *window* opens on the desktop. This example shows the Local Disk (C:) window, which opens after you double-click the **Local Disk (C:)** icon in the *My Computer* window.



Every program window looks a little different because each has its own menus, icons, and controls. Most windows include these items:

Window item	Description
	The *title bar* is the horizontal bar at the top of a window that shows the window title.
	Clicking the *minimize button* reduces the active window to a button on the taskbar. Clicking the program button in the taskbar opens the window again.
	Clicking the *maximize button* expands the active window to fit the entire computer display. Clicking the maximize button again restores the window to its former size.
	Clicking the *close button* closes the active window or program.
	Clicking an item on the *menu bar* starts an action such as Print or Save.

Working with files and folders

You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

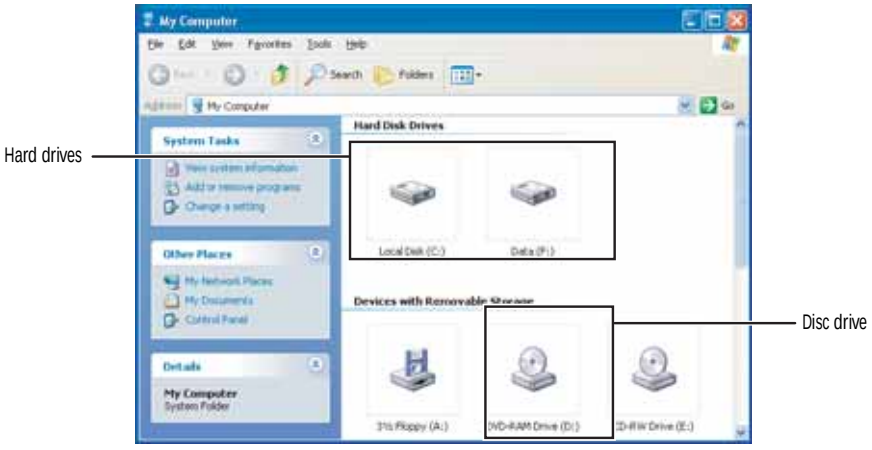
Viewing drives

Help
For more information about files and folders, click **Start**, then click **Help and Support**. Type **files and folders** in the **Search** box, then press ENTER.

Drives are like file cabinets because they hold files and folders. A computer almost always has more than one drive. Each drive has a letter, usually Local Disk (C:) for the hard drive and 3½ Floppy (A:) for the diskette drive. You may also have more drives such as a CD or DVD drive.

▶ **To view the drives on your computer:**

- Click **Start**, then click **My Computer**.



■

▶ **To see the files and folders on a drive:**

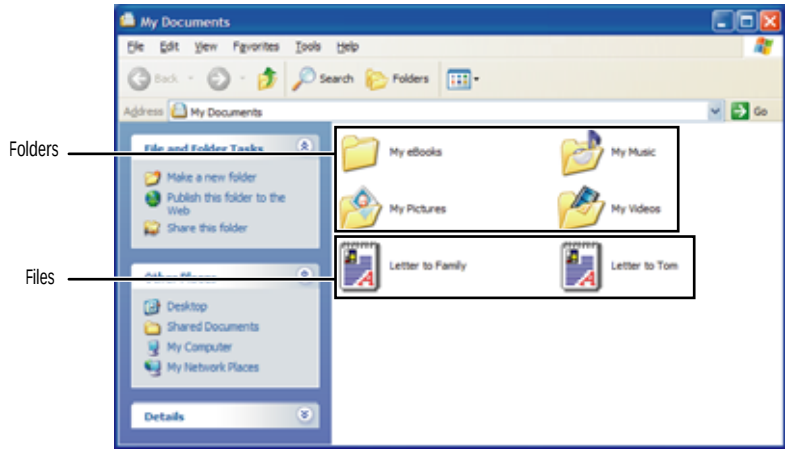
- Double-click the drive icon. If you do not see the contents of a drive after you double-click its icon, click **Show the contents of this drive**.

■

Creating folders

Folders are much like the folders in a file cabinet. They can contain files and other folders.

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your computer. In fact, all information on a computer is stored in files.



To create a folder:

1. Click **Start**, then click **My Computer** on the Start menu.
2. Double-click the drive where you want to put the new folder. Typically, Local Disk (C:) is your hard drive and 3½ Floppy (A:) is your diskette drive. If you do not see the contents of the drive, click **Show the contents of this drive**.
3. If you want to create a new folder inside an existing folder, double-click the existing folder. If you do not see the contents of the drive or folder, click **Show the contents of this drive** or **Show the contents of this folder**.
4. Click **File**, **New**, then click **Folder**. The new folder is created.
5. Type a name for the folder, then press ENTER. The new folder name appears by the folder icon. ■

For information about renaming folders, see "Shortcuts" on page 18.

Copying and moving files and folders

Important
The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file or folder into more than one place, but as soon as you copy or cut a different file or folder, the original file or folder is deleted from the clipboard.

The skills you need to copy and move files are called *copying*, *cutting*, and *pasting*.

When you *copy and paste* a file or folder, you place a *copy* of the file or folder on the Windows *clipboard*, which temporarily stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder to go, you paste it there.

To copy a file or folder to another folder:

> **Help**
> For more information about copying or moving files and folders, click **Start**, then click **Help and Support**. Type **copying files and folders** or **moving files and folders** in the **Search** box, then press ENTER.

1. Locate the file or folder you want to copy. For more information, see "Viewing drives" on page 9 and "Searching for files" on page 12.
2. Right-click (press the right mouse button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
3. Click **Copy** on the pop-up menu.
4. Open the destination folder.
5. With the pointer inside the destination folder, right-click.
6. Click **Paste**. A copy of the file or folder appears in the new location.

■

To move a file or folder to another folder:

1. Locate the file or folder you want to move. For more information, see "Viewing drives" on page 9 and "Searching for files" on page 12.
2. Right-click (press the right mouse button) the file or folder that you want to move. A pop-up menu opens on the desktop.
3. Click **Cut** on the pop-up menu.
4. Open the destination folder.
5. With the pointer inside the destination folder, right-click.
6. Click **Paste**. The file or folder you moved appears in its new location and is removed from its old location.

■

Deleting files and folders

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied.

In Windows, you throw away files and folders by first moving them to the Windows trash can, called the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.

To delete files or folders:

> **Help**
> For more information about deleting files and folders, click **Start**, then click **Help and Support**. Type **deleting files and folders** in the **Search Help** box, then press ENTER.

1. In My Computer or Windows Explorer, click the files or folders that you want to delete. For instructions on how to select multiple files and folders, see "Shortcuts" on page 18.

   If you cannot find the file you want to delete, see "Searching for files" on page 12.
2. Click **File**, then click **Delete**. Windows moves the files and folders to the Recycle Bin.

■

To recover files or folders from the Recycle Bin:

1. Double-click the **Recycle Bin** icon. The *Recycle Bin* window opens and lists the files and folders you have thrown away since you last emptied it.
2. Click the files or folders that you want to restore. For instructions on how to select multiple files and folders, see "Shortcuts" on page 18.
3. Click **File**, then click **Restore**. Windows returns the deleted files or folders to their original locations.

■

To empty the Recycle Bin:

Caution
Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

Help
For more information about emptying the Recycle Bin, click **Start**, then click **Help and Support**. Type **emptying the Recycle Bin** in the **Search** box, then press ENTER.

1. Double-click the **Recycle Bin** icon on the desktop. The *Recycle Bin* window opens.
2. Click **File**, then click **Empty Recycle Bin**. Windows asks you if you are sure that you want to empty the bin.
3. Click **Yes**. Windows permanently deletes all files in the Recycle Bin.

■

Searching for files

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility to search by:

- Name or part of a name
- Creation date
- Modification date
- File type
- Text contained in the file
- Time period in which it was created or modified

You can also combine search criteria to refine searches.

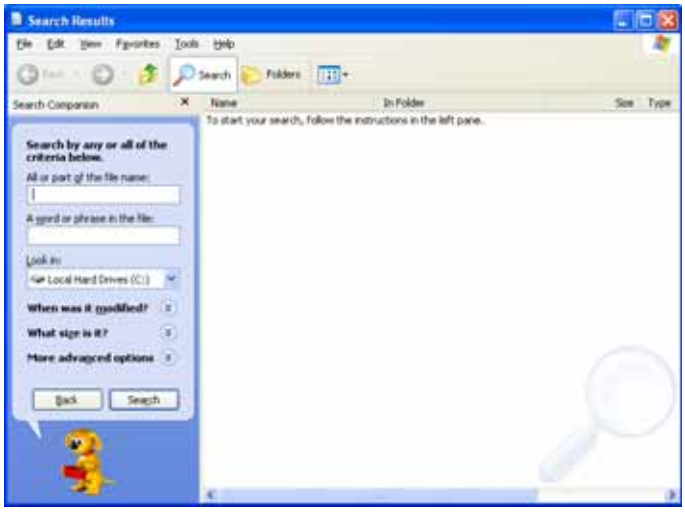
Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Using the Windows Search utility

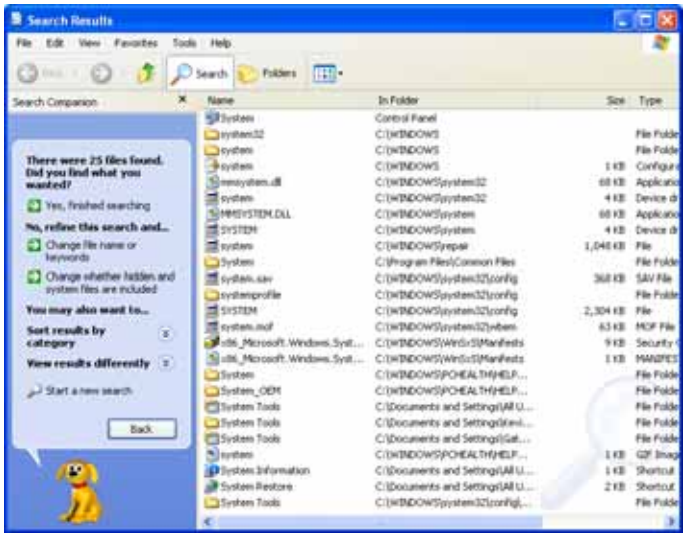
Help
For more information about searching for files and folders, click **Start**, then click **Help and Support**. Type **searching** in the **Search** box, then press ENTER.

To find files and folders using the Search utility:

1. Click **Start**, then click **Search**. The *Search Results* window opens. Click **All files and folders**.



2. If you want to search by file or folder name, type in all or part of the file or folder name in the name box in the left pane of the window.
   - If you type all of the name, Search will list all files and folders of that name.
   - If you type part of the name, Search will list all of the file and folder names containing the letters you typed.
3. Click **Search**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.



4. Open a file, folder, or program by double-clicking the name in the list.

■

Using advanced search options

Search can find files meeting more criteria than file name. You can narrow your search by selecting the search options that you want. You can search by the:

- Date the file was created or modified.
- Size of the file.
- Type of file, such as a program or a text document.

Browsing for files and folders

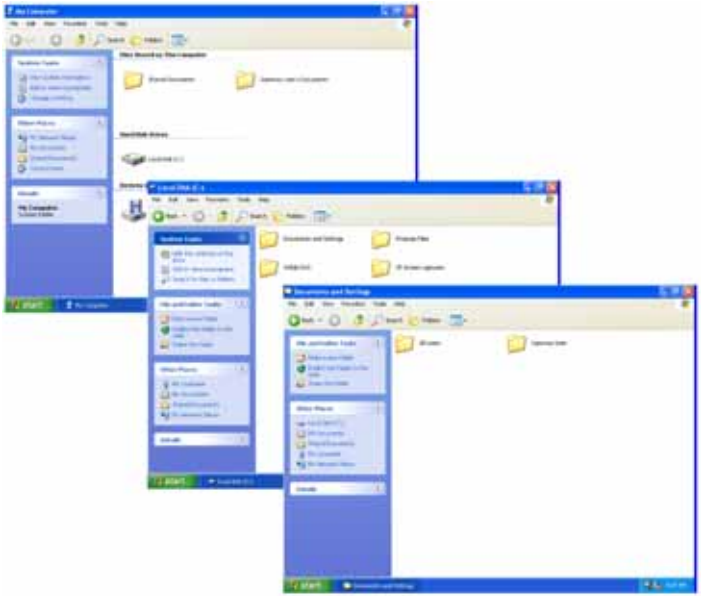
A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.

▶ **To browse for a file:**

> **Help**
> For more information about browsing for files and folders, click **Start**, then click **Help and Support**. Type **files and folders** in the **Search** box, then press ENTER.

1. Click **Start**, then click **My Computer**. The *My Computer* window opens.
2. Double-click the drive or folder that you think contains the file or folder that you want to find. If you do not see the contents of a folder, click **Show the contents of this drive** or **Show the contents of this folder**.



3. Continue double-clicking folders and their subfolders until you find the file or folder you want.

■

Working with documents

Computer documents include word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files.

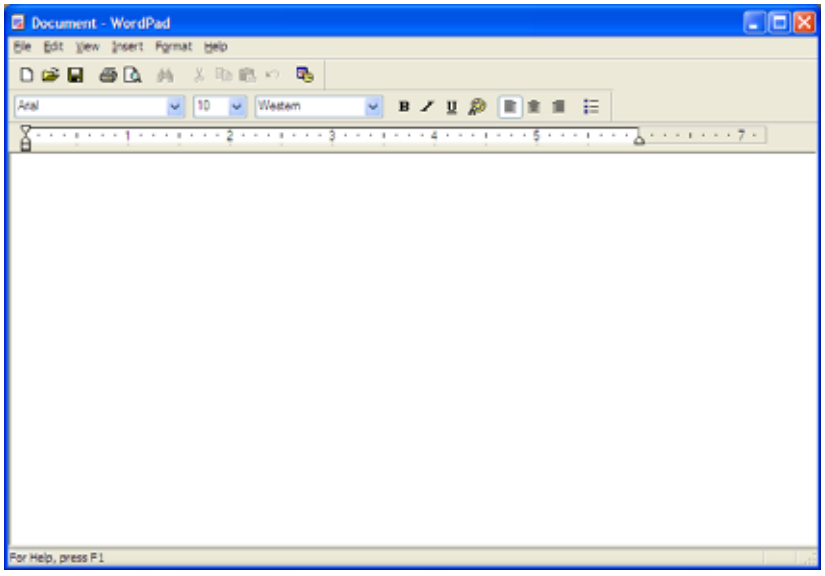
The following examples show how to create, save, open, and print a document using Microsoft® WordPad. Similar procedures apply to other programs such as WordPerfect, Microsoft Word, and Microsoft Excel.

For more information about using a program, click **Help** on its menu bar.

Creating a new document

To create a new document:

1. Click **Start**, **All Programs**, **Accessories**, then click **WordPad**. Microsoft WordPad starts and a blank document opens.



2. Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

■

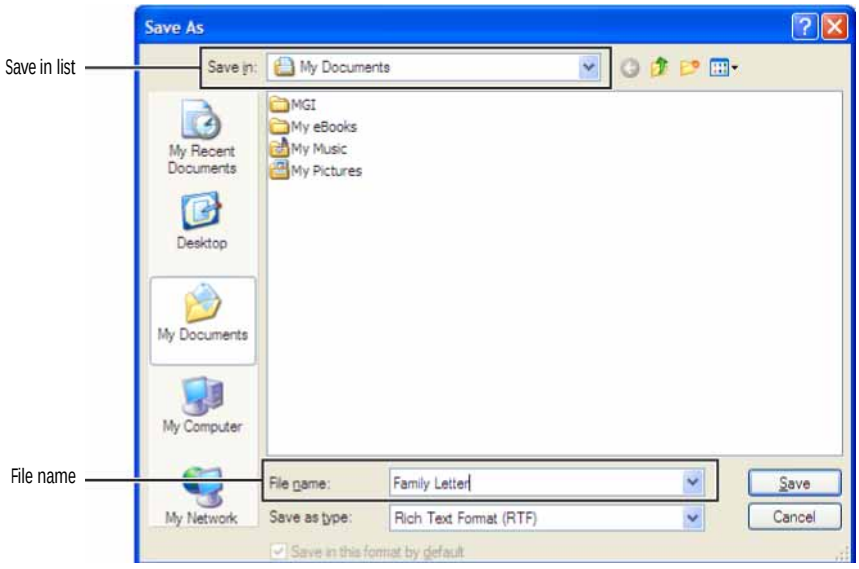
Saving a document

Help
For more information about saving documents, click **Start**, then click **Help and Support**. Type **saving** in the **Search** box, then press ENTER.

After you create a document, you need to save it if you want to use it later.

To save a document:

1. Click **File**, then click **Save**. The *Save As* dialog box opens.



2. Click the arrow button to open the **Save in** list, then click the folder where you want to save the file. If you do not see the folder you want, browse through the folders listed below the *Save in* list.
3. Type a new file name in the **File name** box.
4. Click **Save**.

■

Opening a document

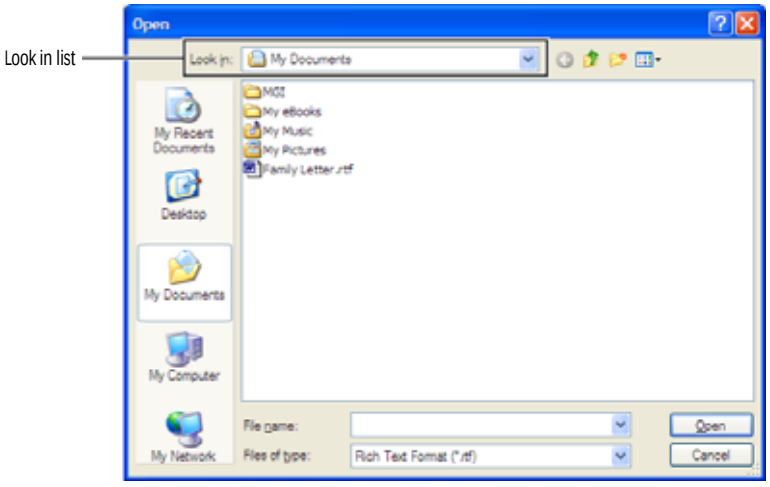
Help
For more information about opening documents, click **Start**, then click **Help and Support**. Type **opening files** in the **Search** box, then press ENTER.

To view, revise, or print an existing document, first you need to open it. Open the document in the program that it was created in.

To open a document:

1. Start the program.
2. Click **File**, then click **Open**.

3 Click the arrow button to open the **Look in** list, then click the folder you want to open. If you do not see the folder you want, browse through the folders listed below the *Look in* list.



4 Double-click the document file name. The document opens.

■

Printing a document

Help
For more information about printing documents, click **Start**, then click **Help and Support**. Type **printing** in the **Search** box, then press ENTER.

To print a document, you must have a printer connected to your computer or have access to a network printer. For more information about installing or using your printer, see the printer documentation.

▶ **To print a document:**

1 Make sure that the printer is turned on and loaded with paper.

2 Start the program and open the document.

3 Click **File**, then click **Print**. The *Print* dialog box opens.

4 Set the print options, then click **OK**. The document prints.

■

Shortcuts

Help
For more information about keyboard shortcuts, click **Start**, then click **Help and Support**. Type **Windows keyboard shortcuts** in the **Search** box, then press ENTER.

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information about shortcuts, see your Windows or program documentation.

To...	Do this...
Copy a file, folder, text, or graphic	Click the item, then press **CTRL** + **C**.
Cut a file, folder, text, or graphic	Click the item, then press **CTRL** + **X**.
Paste a file, folder, text, or graphic	Click inside the folder or window where you want to paste the object, then press **CTRL** + **V**.
Select multiple items in a list or window	Click the first item, press and hold down the **CTRL** key, then click each of the remaining items.
Select multiple adjacent items in a list or window	Click the first item in the list, press and hold down the **SHIFT** key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press **SHIFT** + **DELETE**. The file or folder is permanently deleted. The file or folder is not stored in the Recycle Bin.
Rename a file or folder	Click the file or folder, press **F2**, type the new name, then press **ENTER**.
Close the active window or program	Press **ALT** + **F4**.
Switch to a different file, folder, or running program	Press **ALT** + **TAB**.

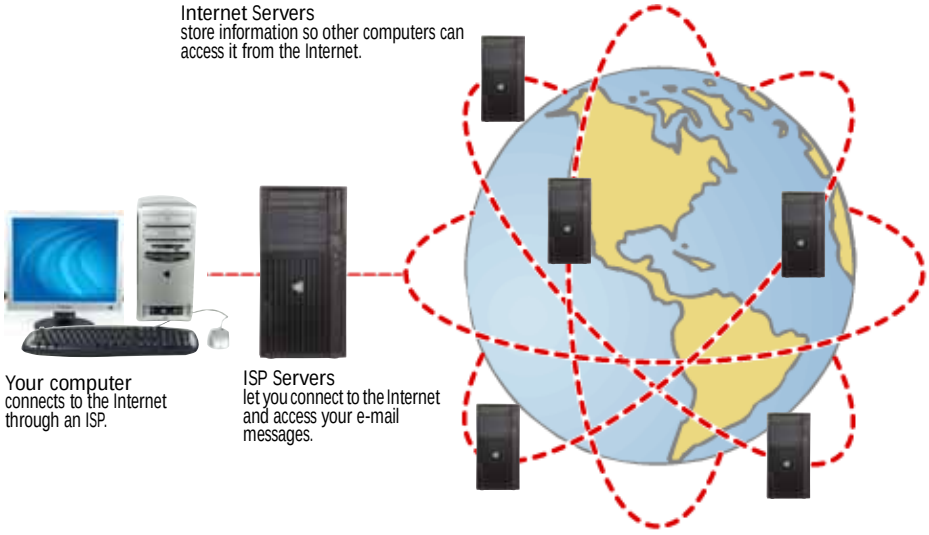
Chapter 3

Using the Internet and Faxing

- Learning about the Internet
- Setting up an Internet account
- Using the World Wide Web
- Using e-mail
- Installing and configuring Microsoft Fax
- Sending a fax
- Receiving and viewing a fax

Learning about the Internet

The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your computer to a telephone, DSL (Digital Subscriber Line), or cable television line and signing up with an Internet service provider (ISP).



If you want to access the Internet you need:

Important
To determine if you have an Ethernet jack on your computer, see your *Hardware Reference*. If you do not have an Ethernet jack on your computer and would like to purchase an Ethernet card, visit the Accessory Store at www.emachines.com.

- A modem—a device that connects your computer to other computers or servers using a telephone, DSL, or cable television line. Your computer may have a built-in dial-up telephone modem. Cable and DSL modems connect to your computer through an Ethernet jack and provide a faster connection speed than a standard telephone modem.
- An Internet service provider—a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages. Check your telephone book for a list of Internet service providers available locally.
- A Web browser—a program that displays information from the World Wide Web. Microsoft Internet Explorer was included with your computer. For more information, see "Using the World Wide Web" on page 21.
- An e-mail program—a program that lets you create, send, and receive e-mail messages over the Internet. Microsoft Outlook or Outlook Express was included with your computer. For more information, see "Using e-mail" on page 23.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet service provider (ISP). To set up an ISP service or to transfer an existing account to this computer, contact the ISP directly.

Dial-up Internet connections are those using a telephone system to connect to the Internet. This may include ordinary analog telephone lines, ISDN connections, and in some cases ADSL over PPP, or other technologies. Because dial-up connections are designed to be temporary connections to the Internet, dial-up charges (with both your telephone company and Internet service provider) often increase the longer you connect to the Internet. To minimize the cost for dial-up Internet users, we suggest that you only connect to the Internet during your e-mail and Web browsing session, then disconnect when you are finished. Your Internet service provider can provide instructions on how to connect to and disconnect from the Internet.

Cable and DSL modems, a connection known as broadband, use your cable television or special telephone lines to connect to your ISP and access the Internet. In many instances, broadband is considered an always-connected service. With this type of service, your cost is the same regardless of the amount of time you use your Internet connection.

Accessing your Internet account

Help
For general information about using Internet accounts, click **Start**, then click **Help and Support.** Type the keyword **ISP** in the **Search** box, then click the arrow.

The method you use to access your Internet account varies from ISP to ISP. Contact your ISP for the correct procedure.

Using the World Wide Web

The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer or Mozilla Firefox.

Web pages can contain text, animations, music, and other multimedia features. A group of related Web pages is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on a Web page called *links* or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, click **Help** in the menu bar.

Connecting to a Web site

After you set up an account with an Internet service provider (ISP), you can access the many information sources on the World Wide Web.

To connect to a Web site:

1. Connect to your Internet account.
2. Depending on the method you use to connect to your Internet account, you may need to start your Web browser. Click **Start**, then click **Internet**. Your default Web browser opens showing an opening page or welcome screen.

3 To go to a different Web site, type the *address* (called a *URL* for "Universal Resource Locator") in the browser address bar (for example **www.emachines.com**), then click **GO** on the browser address bar.

- OR -

On the current Web page, click a link to a Web site.

Help
For more information about connecting to a Web site, click **Start**, then click **Help and Support**. Type **connecting to Web site** in the **Search** box, then press ENTER.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your computer, and displays the page on the site that you requested.

■

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

Caution
To protect your computer against viruses, make sure that you scan the files you download. For more information, see "Protecting your computer from viruses" on page 75.

Downloading is the process of transferring files from a computer on the Internet to your computer.

▶ **To download files or programs from a Web site:**

1 Connect to your Internet account.

2 In the address bar, type the address of the Web site that contains the file or program you want to download, then click **GO** on the browser address bar.

- OR -

Click a link on a Web page to navigate to the Web site containing the file that you want to download.

3 Create or locate the folder where you want to store the file on your computer. For more information, see "Working with files and folders" on page 9.

4 Click the link on the Web page for the file that you want to download.

5 Follow the on-screen instructions for saving the file in the folder that you want. A copy of the file is downloaded to your computer. The time that it takes to transfer the file to your computer depends on file size and Internet conditions.

6 Open the folder that you created.

Help
For more information about downloading files, click **Start**, then click **Help and Support**. Type **downloading files** in the **Search** box, then press ENTER.

7 Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.

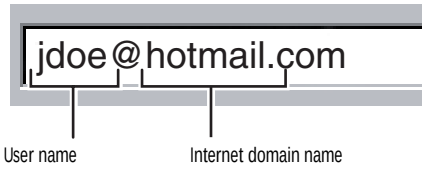
■

Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet service provider (ISP) or company that "hosts" that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with Hotmail might have an e-mail address that is similar to this one:



Sending e-mail

▶ **To send e-mail using Outlook or Outlook Express:**

1. Connect to your Internet service provider.
2. Click **Start**, then click **E-Mail**. Your default e-mail program opens.
3. Click **New**.
4. Type the e-mail address of the recipient you want to send e-mail to in the **To** box.
5. Type the subject of your e-mail in the **Subject** box.
6. Type the e-mail message.

Tip
Most e-mail programs let you attach files, such as photographs, to your e-mail. For more information, see the help for your e-mail program.

7. When finished, click **Send**. Your e-mail is sent over the Internet to the e-mail address you specified.

■

Checking your e-mail

Help
For more information about using e-mail, click **Start**, then click **Help and Support**. Type **e-mail** in the **Search** box, then press ENTER.

▶ **To check your e-mail using Outlook Express:**

1. Connect to your Internet service provider.
2. Click **Start**, then click **E-Mail**. Your default e-mail program opens.
3. Click **Send/Recv**.
4. Double-click the message you want to read.

■

Tip
To protect your computer from viruses, check any e-mail attachments using Norton Antivirus. For more information, see "Protecting your computer from viruses" on page 75.

For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

Installing and configuring Microsoft Fax

This chapter describes using Microsoft Fax and your dial-up modem. You cannot send or receive a fax using a cable or DSL modem by following these instructions. Many Internet services exist that let you send or receive faxes using a broadband connection.

Your dial-up modem cable must be installed before you can send and receive faxes. You cannot use your standard telephone modem to connect to the Internet while sending and receiving faxes.

Installing Fax

Microsoft Fax lets you send and receive faxes using your dial-up modem. When Windows was originally installed on your computer, Fax may not have been installed.

▶ **To install Fax:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. Click/Double-click **Add and Remove Programs**. The *Add or Remove Programs* dialog box opens. Click **Add/Remove Windows Components**. The Windows Components Wizard opens.
2. Click **Fax Services**, then click **Next**.
3. Click **Finish** to exit the Windows Components Wizard.
4. Click **Exit** to close the *Welcome to Microsoft Windows XP* dialog box.

   -OR-

   Click **Close** to close the *Add or Remove Programs* dialog box.

   ■

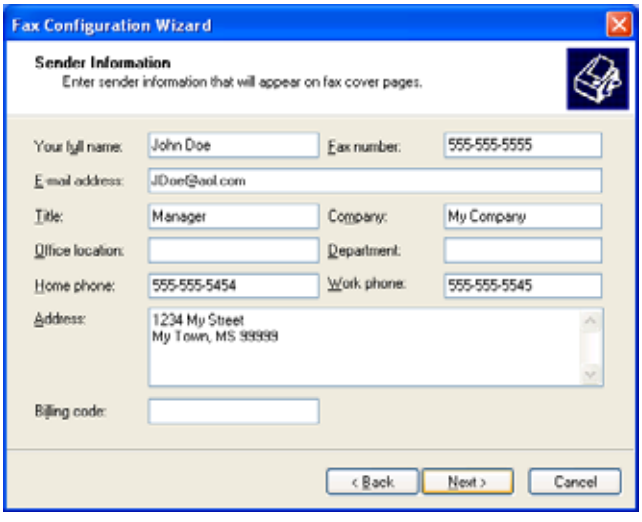
Configuring Microsoft Fax

Important
The first time you run the Fax Configuration Wizard, you may need to provide information in the *Location Information* and the *Phone and Modem Options* dialog boxes.

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers contain this information, some of which is required by law. The Fax Configuration Wizard opens the first time you try to send a fax.

▶ **To configure Microsoft Fax:**

1. Click **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, then click **Fax Console**. The Fax Configuration Wizard opens.
2. On the *Welcome to Fax Configuration Wizard* screen, click **Next**. The *Sender Information* screen opens.



3 Type the information about yourself that you want to appear on your fax cover page, then click **Next**. The *Select Device for Sending or Receiving Faxes* screen opens.

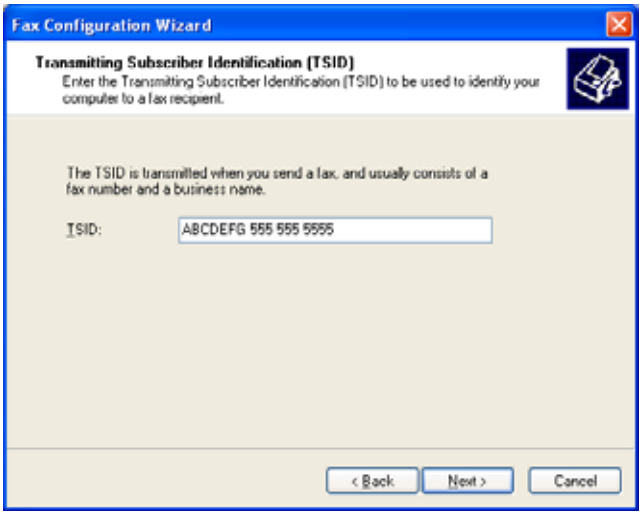
4 Click the arrow to open the **Please select the fax device** list, then click the modem you are using to send and receive faxes.

5 If you want the modem to automatically answer the telephone in order to receive faxes, click the **Enable Receive** check box.

6 Click **Next**. The *Transmitting Subscriber Identification (TSID)* screen opens.

Important
Some fax machines cannot use special characters such as hyphens. We suggest using spaces instead of hyphens in telephone and fax numbers.

7 Type the transmitting fax identifier information. This identifier information is required by law. You can type as many as 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.



8 Click **Next**.

9 If you set up your computer to receive faxes, type the receiving fax identifier information, then click **Next**. This identifier information is required by law and can be the same identifier that you typed in Step 7. The *Routing Options* screen opens.

10 If you set up your computer to receive faxes, select a folder you want to store received faxes in and a printer you want to print received faxes on, then click **Next**. The *Configuration Summary* screen opens.

11 Click **Finish**. The fax console opens.

12 If the *Windows Security Alert* dialog box opens, click **Unblock**.

■

Setting up your cover page template

You can create your own cover page template that you can use in place of the cover page templates that Microsoft Fax provides for you. To create a cover page template, you use the Fax Cover Page Editor. On this template, you insert information fields that automatically import values you enter in both the Send Fax Wizard and the Fax Configuration Wizard when you send your fax.

▶ **To set up your fax cover page template:**

1 Click **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, then click **Fax Cover Page Editor**. The Cover Page-Fax Cover Page Editor opens. If the *Cover Page Editor Tips* dialog box opens, click **OK**.

- If you want to include fields that are imported from the Send Fax Wizard or the Fax Configuration Wizard (such as To or From), add them to the page by using the **Insert** menu, then move them to the appropriate place on your template. You can also use the Insert menu to include information that is automatically calculated (such as number of pages or date and time sent).
- If you want to include text that always appears on your cover page (such as a letterhead or address), draw a box using the text box tool, type your text inside of it, then move the box to the appropriate place on your template.
- If you want to include a logo that appears on your cover page, copy it to the Windows clipboard, then paste it into the Cover Page Editor and move it to the appropriate place on your template.

2 To save your cover page template, click **File**, then click **Save As**. The *Save As* dialog box opens with your personal cover pages folder already in the **Save in** list.

3 Type the new cover page template name.

4 Click **Save**.

■

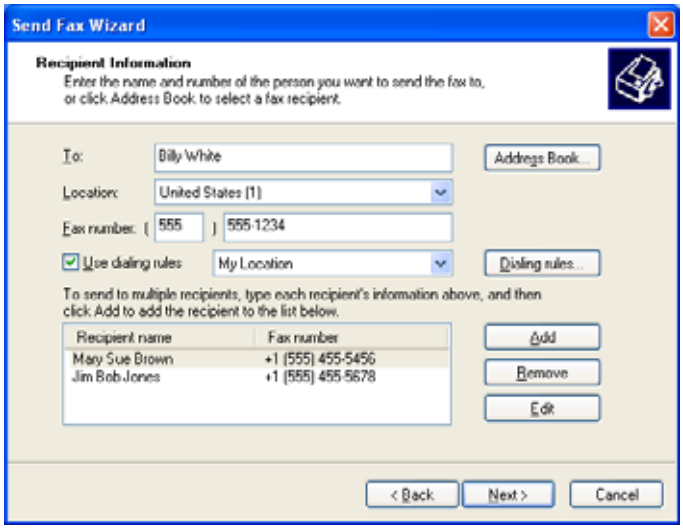
Sending a fax

Sending a quick fax

You can use the Send Fax Wizard to send a simple one-page fax to one or more recipients.

▶ **To send a simple fax:**

1. Click **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, then click **Send a Fax**. The Send Fax Wizard opens.
2. On the *Welcome to Fax Configuration Wizard* screen, click **Next**. The *Recipient Information* screen opens.
3. Type the name and fax number of the recipient of your fax.
4. If you need to use the area code for your recipient, click **Use dialing rules** to type the full ten-digit fax number.
5. If you want to send your fax to more than one recipient, click **Add** and type the name and fax number of the next recipient.



6. When you have added all your recipients, click **Next**. The *Preparing the Cover Page* screen opens.
7. Click the arrow to open the **Cover page template**, then click the cover page template you want to use.
8. Type the subject text in the **Subject line** area.
9. Type the message text in the **Note** area, then click **Next**. The *Schedule* screen opens.
10. Select when you want to send the fax and a priority for the fax, then click **Next**. The *Completing the Send Fax Wizard* screen opens.
11. Click **Finish**.
12. If the *Windows Security Alert* dialog box opens (see page 26), click **Unblock**.

■

Faxing from programs

To fax a document directly from most programs:

1. Open your document in the program it was created in.
2. Click **File**, then click **Print**. The *Print* dialog box opens.
3. Click the arrow button to open the **Name** list, then click the **Fax** printer.
4. Click **Print**. The Send Fax Wizard opens.
5. Complete the wizard by following the instructions in "Sending a fax" on page 27.

■

Faxing a scanned document

To fax a document that you have scanned:

1. Scan the document using the program for your scanner.
2. With the scanned file open, click **File**, then click **Print**. The *Print* dialog box opens.
3. Click the arrow button to open the **Name** list, then click the **Fax** printer.
4. Click **Print**. The Send Fax Wizard opens.
5. Complete the wizard by following the instructions in "Sending a fax" on page 27.

■

Automatically retry sending a fax

You can set up Fax so it continues to try sending your fax if the receiving fax machine is busy. Fax is automatically set up to retry three times at ten minute intervals.

To automatically retry sending a fax:

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens.
2. If your Control Panel is in Category View, click **Printers and Other Hardware**. Click **View installed printers or fax printers**. The *Printers and Faxes* window opens.

   -OR-

   If your Control Panel is in Classic View, double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
3. Right-click **Fax**, then click **Properties**. The *Fax Properties* dialog box opens.
4. Click the **Devices** tab, then click **Properties**. The *Modem* dialog box opens.
5. Specify the number of retries and the amount of time between retries.
6. Click **OK**.

■

Canceling a fax

You can cancel a fax that you have set up to send at a time in the future.

To cancel a fax that has not been sent:

1. If Fax is not open, click **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, then click **Fax Console**. The Fax Console opens.
2. Click **Outbox**, then right-click the fax you want to cancel.
3. Click **Delete** to cancel the fax.
4. Click **Yes**.

■

Automatically canceling a fax

If your computer tried to send a fax and failed to connect to a fax machine, you can automatically cancel a failed fax.

To automatically cancel a failed fax:

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens.
2. If your Control Panel is in Category View, click **Printers and Other Hardware**. Click **View installed printers or fax printers**. The *Printers and Faxes* window opens.

   -OR-

   If your Control Panel is in Classic View, double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
3. Right-click **Fax**, then click **Properties**. The *Fax Properties* dialog box opens.
4. Click the **Devices** tab, then click **Properties**. The *Modem* dialog box opens.
5. Click the **Cleanup** tab.
6. Click to select the **Automatically delete failed faxes after** check box and specify the number of days.
7. Click **OK**.

■

Receiving and viewing a fax

To receive and view a fax:

1. Click **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, then click **Fax Console**. The Fax Console opens. When the Fax Console is open, it detects incoming faxes and stores them in the Inbox.
2. To view a fax, click **Inbox**, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.

■

Chapter 4

Playing and Creating Media Files

- Playing music and movies
- Creating audio files and music libraries
- Creating and editing videos
- Creating music CDs and video DVDs
- Creating data CDs and DVDs
- Using Windows Media Center

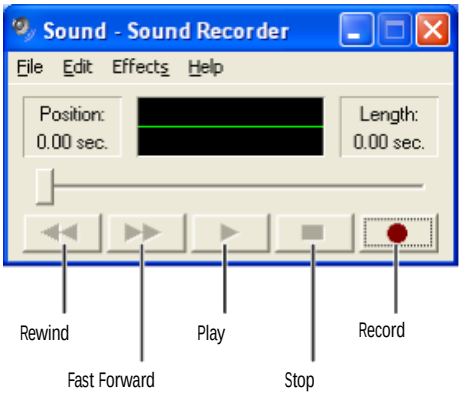
Playing music and movies

Playing WAV audio files

Sound Recorder is a simple Windows program that lets you record and play WAV files. WAV is the most common audio file format used for your Windows system sounds.

▶ **To play a WAV audio file in Sound Recorder:**

1. Click **Start**, **All Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**. The Sound Recorder opens.



2. Click **File**, then click **Open**. The *Open* dialog box opens.
3. Click the file you want to play, then click **Open**.
4. Play the file by clicking ▶ (play), then stop playing the file by clicking ■ (stop).

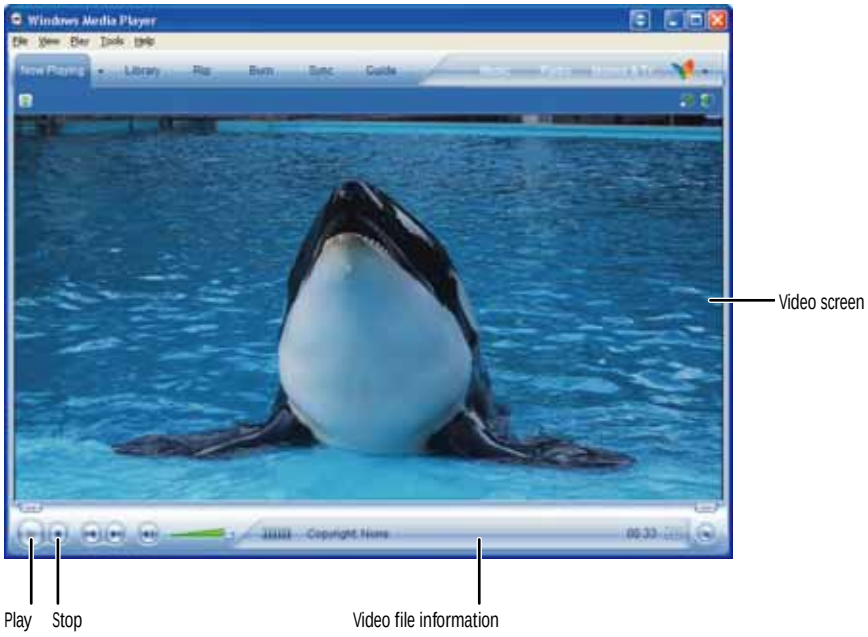
■

Playing audio and video files

Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using Windows Media Player, click **Help**.

▶ **To play a file using Windows Media Player:**

1. Click **Start**, **All Programs**, then click **Windows Media Player**. Windows Media Player opens.



2. Click **File**, then click **Open**. The *Open* dialog box opens.
3. Click the file you want to play, then click **Open**.
4. Play the file by clicking ▶ (play), then stop playing the file by clicking ■ (stop).

■

Playing optical discs

Important
Some music CDs have copy protection software. You may not be able to play these CDs on your computer.

Important
To watch a DVD you must have a DVD drive in your computer. If you do not have a DVD drive and would like to add an internal or external drive, visit the Accessory Store at www.emachines.com.

Help
For more information about playing optical discs, click **Start**, then click **Help and Support**. Type **playing CDs** or **playing DVDs** in the **Search** box, then press ENTER.

You can play optical discs using Windows Media Player.

Playing an optical disc using Windows Media Player

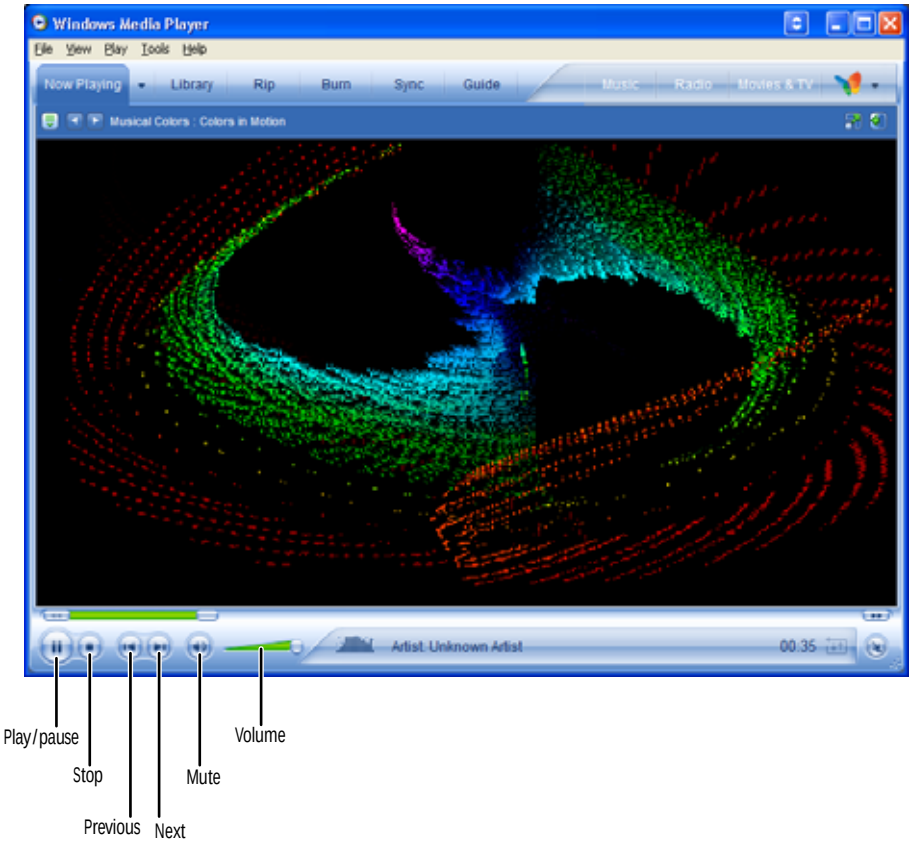
Use Windows Media Player to listen to music discs or watch movie discs. For more information about using Windows Media Player, click **Help**.

▶ **To play an optical disc:**

1. Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.
2. Insert a CD or DVD into the CD or DVD drive.
3. If a dialog box opens with a list of CD players or DVD players, click **Windows Media Player**. Windows Media Player opens.

   - OR -

   If a dialog box does not open with a list of CD players or DVD players, click **Start**, **All Programs**, then click **Windows Media Player**. Windows Media Player opens.



4. Click ▶ (play). If you do not hear sound or you want to change the volume, see "Adjusting the volume" in your *Reference Guide*.

■

Creating audio files and music libraries

Creating music files

Help
For more information about making or playing an audio recording, click **Start**, then click **Help and Support**. Type **recording audio** or **playing audio** in the **Search** box, then press ENTER.

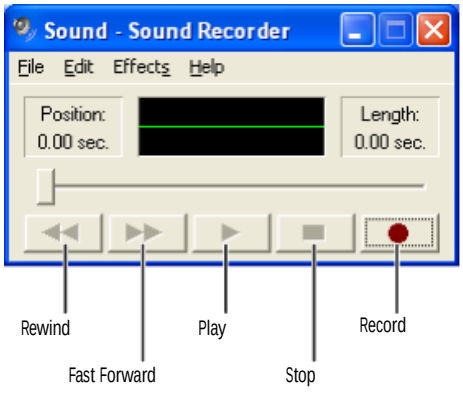
You can create several types of audio files for your listening enjoyment, including WAV, MP3, and WMA files.

Recording WAV audio files

Sound recorder is a simple Windows program that lets you record and play WAV files. WAV is the most common audio file format used for your Windows system sounds. For information about playing WAV files, see "Playing WAV audio files" on page 32.

▶ **To record a WAV audio file:**

1. Plug a microphone into one of the Microphone jacks on your computer. For the location of the Microphone jacks, see your *Reference Guide*.
2. Click **Start**, **All Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**. The Sound Recorder opens.



3. Click ● (record), then speak into the microphone.
4. When you finish recording, click ■ (stop).
5. Click **File**, then click **Save As**. The *Save As* dialog box opens.
6. Name the recording, specify the location where you want to save the recording, then click **Save**. The recording is saved.

■

Creating WMA and MP3 music files

Important
Some music CDs have copy protection software. You cannot copy tracks from these CDs.

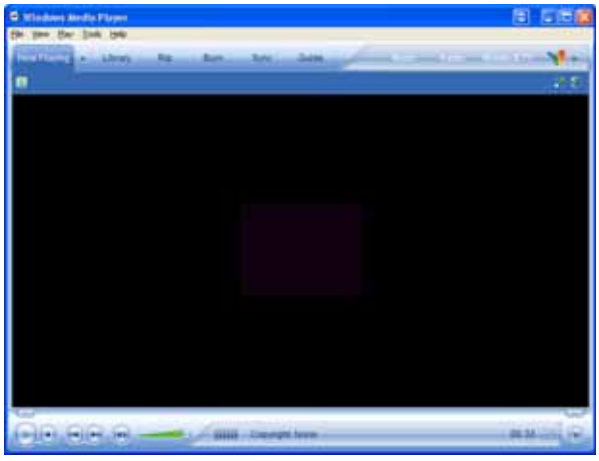
Using Windows Media Player, you can copy the tracks from a music CD to your computer's hard drive as WMA or MP3 files. *WMA* and *MP3* are methods for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. WMA files end in the file extension **WMA**, and MP3 files end in the file extension **MP3**.

▶ **To create WMA or MP3 files:**

1. Insert a music CD into your CD or DVD drive.
2. If a dialog box opens with a list of CD players, click **Windows Media Player**. Windows Media Player opens.

   - OR -

   If a dialog box does not open with a list of CD players, click **Start**, then click **Windows Media Player**. The Windows Media Player opens.



3. Click **Tools**, **Options**, then click the **Rip Music** tab.
4. Click the arrow to open the **Format** list, then click either **mp3** or **Windows Media Audio.** For more information on the differences between the two types of files, click **Learn more about MP3 formats**.
5. Click **File**, **CDs and Devices**, **Rip Audio CD**, then click the drive that contains the audio CD.

6. Click to clear the check box for any track you do not want to record.
7. Click **Rip Music**. Windows Media Player records the tracks to your hard drive as WMA files. A progress bar appears next to each track as it is recorded.

■

Building a music library

Use Windows Media Player to build a music library. You can organize your music *tracks* (individual MP3 or WMA audio files) by categories, find a track quickly by sorting, and add information to a music file.

You can add music tracks to your music library by:

- Creating MP3 or WMA files—When you create MP3 or WMA files from the tracks on your music CD, Windows Media Player automatically adds these files to your music library.
- Dragging and Dropping—Drag and drop files from Windows Explorer or your desktop to the music library.

Caution
During the download process, WMA and MP3 files may become corrupt. If you are having trouble listening to, or working with, a downloaded file, try downloading the file again.

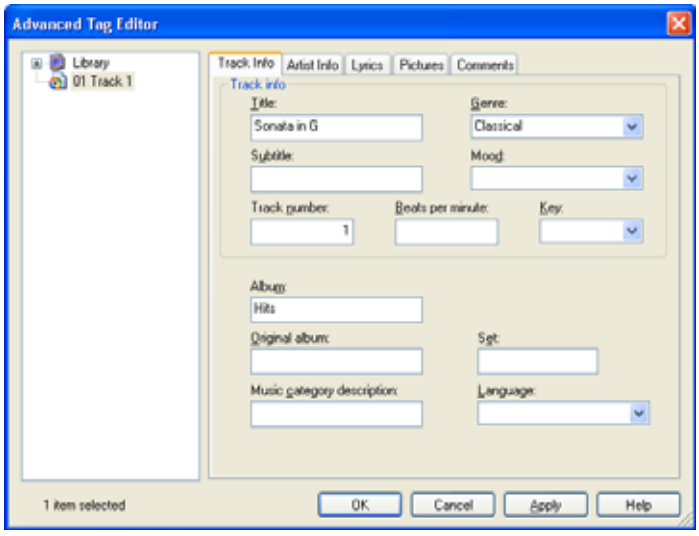
- Downloading files from the Internet—When you are connected to the Internet, WMA and MP3 files that you download are automatically added to your music library.

Editing track information

After you add a WMA or MP3 file to your music library, you can edit the track's information.

▶ **To edit track information:**

1. Click **Start**, **All Programs**, then click **Windows Media Player**. Windows Media Player opens.
2. Click the **Library** tab.
3. Right-click the track you want to edit, then click **Advanced Tag Editor**. The *Advanced Tag Editor* dialog box opens.



4. Enter track information such as **Title**, **Artist**, **Album**, and **Genre**.
5. Click **OK**. The new track information appears in the Windows Media Player library.

■

Creating and editing videos

If your home video camera supports it, it can be connected to your computer so that you can download video from the camera as data files. You can also create video from a Web cam attached to your computer. For instructions on how to create video, see your camera's user guide.

Editing videos

Help
For more information about editing videos, click **Start**, then click **Help and Support**. Type **Windows Movie Maker** in the **Search** box, then press ENTER.

Windows Movie Maker is a video capture program that lets you capture and edit full-motion video, single images, and audio through the IEEE 1394 port (optional) on your computer. For more information about using Windows Movie Maker, see its online help.

You may have received additional movie editing software with your computer. For more information about using this software, including additional features not available in Windows Movie Maker, see that program's online help.

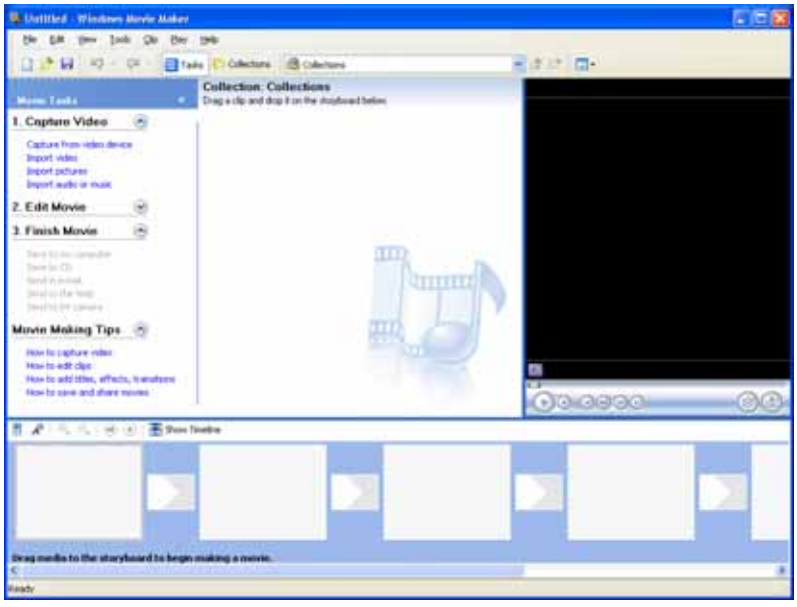
Transferring your video to your computer

To transfer your video to your computer:

1. Connect your video camera to your computer by following the camera manufacturer's instructions.
2. If a dialog box opens with a list of video editing programs, click **Windows Movie Maker**. Windows Movie Maker opens.

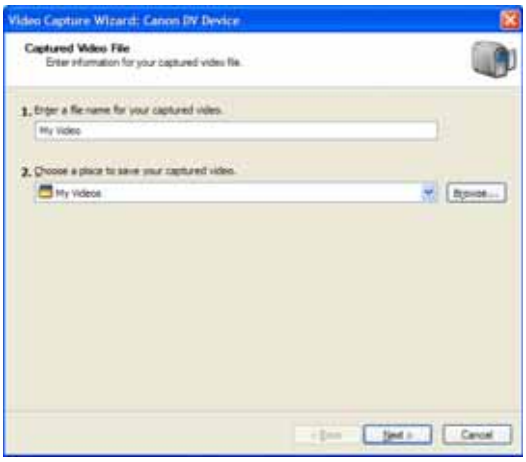
   - OR -

   If a dialog box does not open with a list of video editing programs, click **Start**, **All Programs**, then click **Windows Movie Maker**. Windows Movie Maker opens.



Windows Movie Maker recognizes your camera and the Video Capture Wizard opens.

3 If the wizard does not open, click **Capture From Video Device**.



4 Complete the screens in the Video Capture Wizard, clicking **Next** after each one.

Caution
Video files may require a significant amount of free hard drive space depending on your settings. A one hour tape may require more than 10 GB of hard drive space for storage with additional space required for editing.

When you reach the final screen, Windows Movie Maker rewinds the video tape in your camera and *captures* it onto your hard drive.

For information about the settings in the Video Capture Wizard, click **Learn more about video settings** in the wizard, or click **Help**, then click **Help Topics** in Windows Movie Maker.

■

Editing your video

After your video file is captured on your computer, you can edit it. Some of the edits you can make to your video include:

- Splitting your video into more than one clip or combining two or more clips into one clip
- Trimming unwanted material from the beginning or end of your clip
- Inserting video transitions between clips
- Adding video effects
- Adding narration
- Adding music
- Adding titles and credits

For information about the editing your video, click **Help**, then click **Help Topics** in Windows Movie Maker.

Saving your video

After you finish editing your video, you can save it to one of the following places. Under Movie Tasks:

- Click **Save to My Computer** to save your movie to your hard drive.
- Click **Save to CD** to save your movie to a recordable CD.
- Click **Send in e-mail** to send your video as an e-mail attachment.
- Click **Send to the Web** to *post* or send your video to your Web site so friends and family can watch your video on the Web.
- Click **Send to DV Camera** to play your video back to your video camera so you can record it on tape and view it on your television.

Creating music CDs and video DVDs

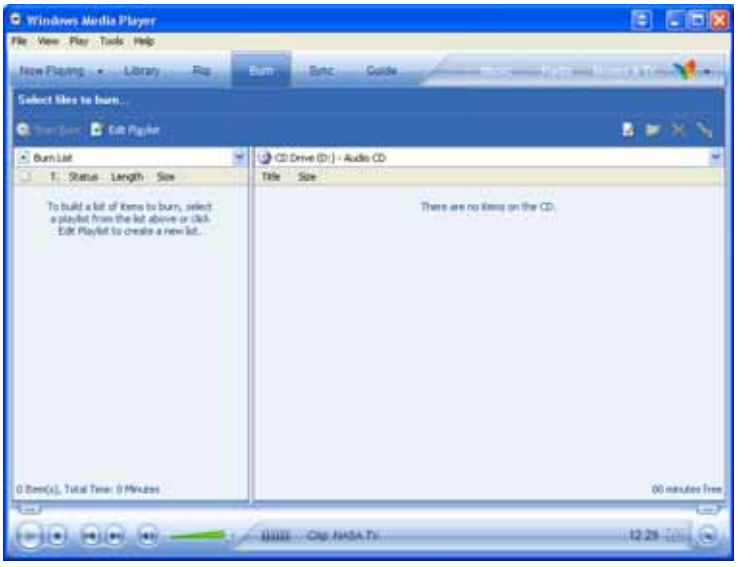
Creating a music CD

Important
We recommend that you do not use your computer for other tasks while creating CDs or DVDs.

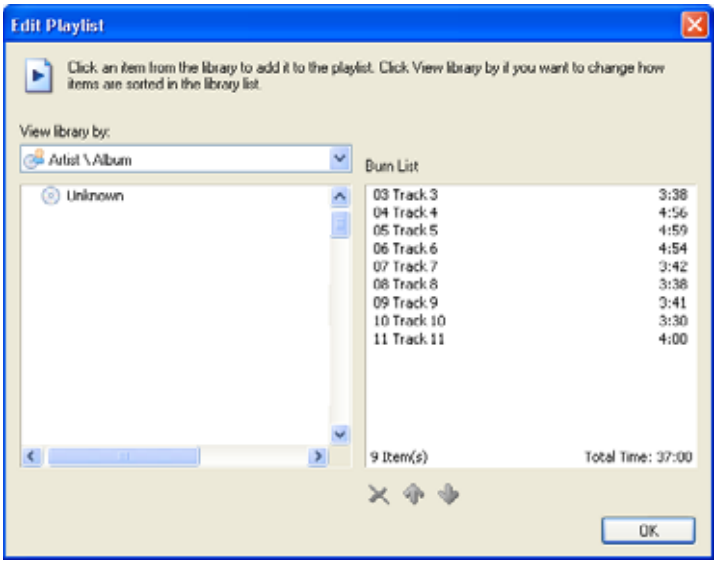
If you record copyrighted material on a CD or DVD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

▶ **To create a music CD:**

1. Click **Start**, **All Programs**, then click **Windows Media Player**. Windows Media Player opens.
2. Insert a blank, writable CD into your CD or DVD drive.
3. If a dialog box opens, click **Take no action**, then click **OK**.
4. Click the **Burn** tab. The *Select files to burn* window opens.



5. Click **Edit Playlist**. The *Edit Playlist* dialog box opens.



6 Click songs in the left column to add them to the playlist. After all the songs are added to your list, click **OK**.

7 Click **Start Burn**.

■

Creating data CDs and DVDs

To create a data CD or DVD:

Important
Some CDs have copy protection software. You cannot create MP3 files from these CDs and you may not be able to listen to these CDs on your computer.

1 Insert a blank, recordable CD or DVD into your CD or DVD drive.

2 If a dialog box opens, click **Take no action**, then click **OK**.

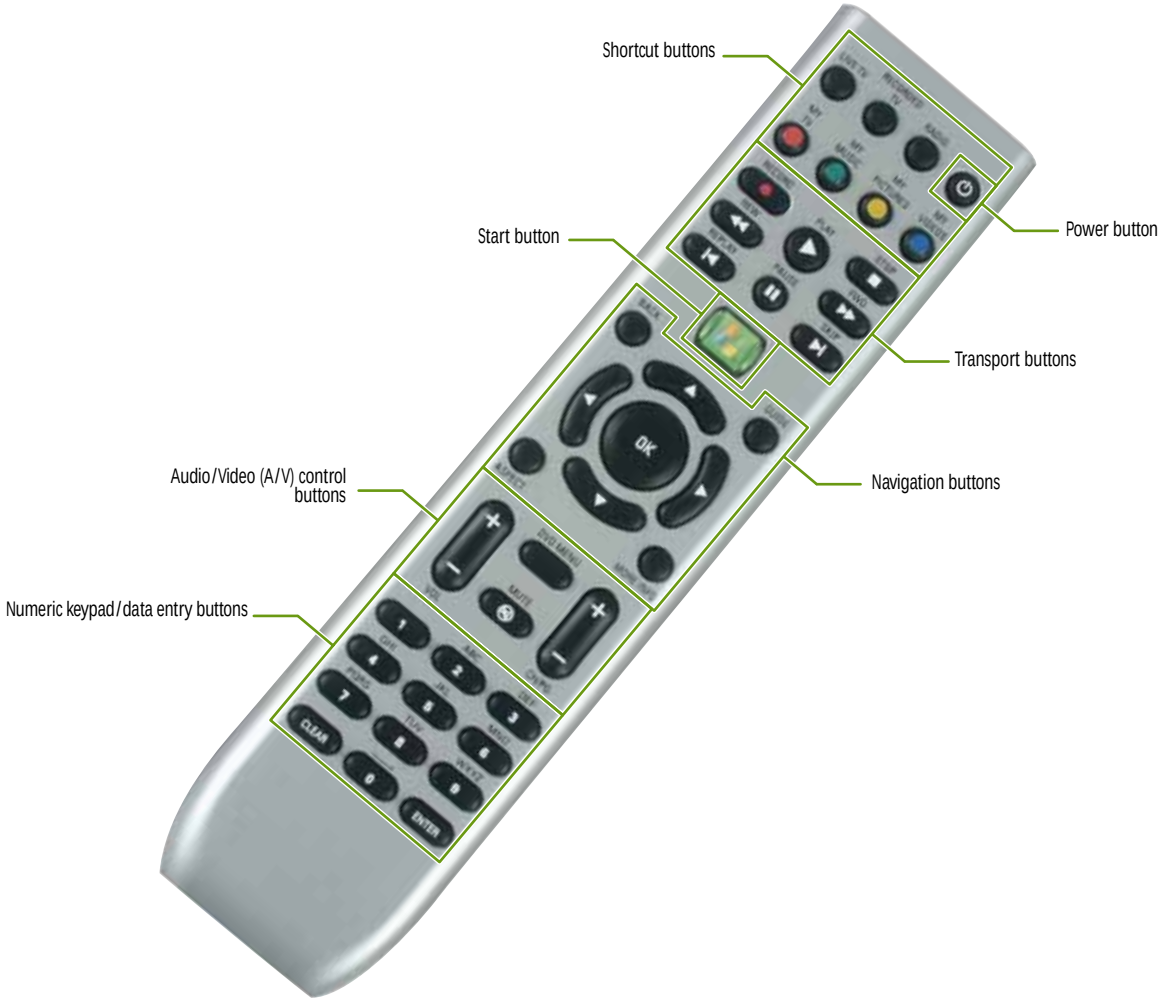
3 Copy the files you want to burn to the disc, then open **My Computer**, right-click the drive containing the recordable disc, then click **Paste**.

4 Right-click the list of files you pasted, then click **Write these files to CD/DVD**. The files are copied to the disc.

■

Using Windows Media Center

If your computer came with Windows Media Center installed and with a Media Center remote control (optional), you can use the remote control to watch TV, videos, and DVDs, to listen to music, and to view photos. (The remote control included with your Media Center may look different.) For detailed setup information, see your Media Center setup poster.



Button(s)	Functions
Shortcut buttons	Give you direct access to Media Center features.
Start button	Opens the Media Center's main menu.
Audio/Video (A/V) control buttons	Control volume levels, volume mute, channel selections, and the DVD menu.
Numeric keypad/data entry button	Lets you enter numbers and characters from the remote control.
Power button	Puts the Media Center computer in Standby mode (reduced power).
Transport buttons	Let you replay recorded TV and radio programs and play the CD and DVD player.
Navigation buttons	Let you move the cursor around the Guide and menus, make selections, navigate back to the previous screen, change the screen display aspect ratio, and get more information. Press the **OK** button to make a selection.

To use the Media Center remote control:

1. Press the **Start** button on the remote control. The Media Center software starts.
2. Use the remote control navigation buttons to select a Media Center menu option, then press **OK**.

■

Manually updating the Media Center Program Guide

You can use the Media Center Guide to view TV program schedules, search for programs by genre, schedule up program recordings, and more. When you first use the Media Center setup wizard, the Program Guide is set up to automatically download program information from your cable or satellite service provider. However, on occasion, you may need to update the Program Guide manually.

To manually update the Media Center Program Guide:

1. Before starting Media Center, make sure that you are connected to the Internet.
2. Press the **Start** button on the remote control. Media Center starts.
3. Navigate to Settings, then press **OK**. The *Settings* menu opens.
4. Navigate to **TV**, then press **OK**.
5. Navigate to **Guide**, then press **OK**.
6. Navigate to **Get guide data**, then press **OK**. The *Guide Data* dialog box opens.
7. Select **Yes**, then press **OK**. Media Center downloads the Program Guide updates.

■

Chapter 5

Networking Your Computer

- Introduction to Networking
- Creating an Ethernet network
- Testing your network
- Sharing resources
- Using the network
- Adding a printer to your network

Introduction to Networking

An Ethernet network consists of two or more computers connected together through an Ethernet cable. This connection type is commonly used in offices around the world and can be used to build computer networks in the home.

Ethernet, Fast Ethernet, or Gigabit Ethernet

Important
Check local code requirements before installing Ethernet cable or other wiring in your home or office. Your municipality may require you to obtain a permit and hire a licensed installer.

Ethernet is available at three different speeds. Standard Ethernet runs at 10 Mbps, Fast Ethernet runs at 100 Mbps, and Gigabit Ethernet runs at 1000 Mbps. Most home networks are built using Standard or Fast Ethernet components. Business networks are typically built using Fast or Gigabit Ethernet components.

To create an Ethernet network, you or your electrician must install special Ethernet cables in your home or office.

Using a router

The most common way to set up an Ethernet network is Dynamic Host Control Protocol (DHCP) using a router. A DHCP network configuration uses a router to automatically assign IP addresses to each computer or network device. For information on setting up a router, see the router's documentation.

Example router-based Ethernet network

The following is an example of an Ethernet network. The network is made up of a router, a cable or DSL modem, your computers, and cables connecting each of these components. The router is the central control point for the network.

Tip
To add the ability to access a wireless Ethernet network to your wired Ethernet network, connect an access point to the router or use a router that has a built-in access point.

Attached to the router are all of your computers or Ethernet-ready devices. Also connected to the router is a cable or DSL modem that provides access to the Internet.

Equipment you need for a router-based Ethernet network

Important
For best results, all Ethernet components should be either standard Ethernet (10 Mbps), Fast Ethernet (100 Mbps or 10/100), or Gigabit Ethernet (1000 Mbps or 10/100/1000). A mixture of components rated at different speeds will result in your network running at the speed of the slowest rated component.

For an Ethernet network you need:

- Two or more computers with Ethernet jacks
- One router
- One broadband Internet connection (optional)
- Ethernet cables connecting all of the network equipment

When buying your router, be sure the model includes everything your network needs, including:

- Internet security features, such as a firewall, to protect your network from unwanted intruders
- 4-port switch to eliminate the need for additional network hardware
- DHCP server/dynamic IP address assignment to automatically configure network and IP addresses

Determining if an Ethernet card is already installed on your computer

▶ **To determine if an Ethernet card is already installed on your computer:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.
2. Click/Double-click **System**, click the **Hardware** tab, then click **Device Manager**. The *Device Manager* window opens.
3. Click the plus (+) in front of **Netwcmork adapters**. The Ethernet device installed in your computer is listed. If one is not listed, you must install one.

■

Creating an Ethernet network

Installing Ethernet cards and drivers

After you have determined the type of Ethernet you are using for your network, you need to install Ethernet cards and drivers on the computers that do not have Ethernet already installed.

Use the documentation that comes with your Ethernet cards for instructions on installing the card and any required drivers.

Making sure your broadband connection works

Important
If you do not have a broadband connection already installed, make the necessary arrangements with your ISP. Be sure to find out how soon after the installation the line will be activated.

Broadband Internet settings will differ from ISP to ISP. Before you begin setting up your network, you should contact your ISP for any specific instructions they have for setting up a network.

Before you change anything about your home setup, make sure that your broadband connection is working correctly. To test the connection, log onto the Internet using your current setup. If the connection is not working, contact your Internet service provider.

Naming the computers and the workgroup

Important
You must give each computer on the network a unique Computer Name and the same Workgroup Name.

To identify this computer on the network:

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**. The *Performance and Maintenance* window opens.
2. Click/Double-click **System**. The *System Properties* dialog box opens.
3. Click **Computer Name**.
4. Click **Change**. The *Computer Name Changes* dialog box opens.
5. Type a unique computer name in the **Computer name** box. This name identifies the computer to other users on the network. Use a computer name of up to 15 characters with no blank spaces. Each computer name must be unique on your network. All-numeric computer names are not allowed. Names must contain some letters.
6. Type a name for your workgroup in the **Workgroup** box. Use a workgroup name of up to 15 characters with no blank spaces. The workgroup name must be the same for all computers in your network workgroup, and the name must be different than any computer name on your network.
7. Click **OK** to close the *Computer Name Changes* dialog box.

■

Configuring the TCP/IP protocol

A networking protocol is a language computers use to talk to each other. One of several available protocols must be set up on each computer you plan to use on your network. We recommend you use the Transmission Control Protocol/Internet Protocol (TCP/IP), which is widely accepted and compatible for local area networks (LANs), as well as for Internet communications. When networking is set up in Windows XP, TCP/IP is automatically installed as the default protocol.

Terms you should know

DHCP—Dynamic Host Configuration Protocol (DHCP) lets a router temporarily assign an IP address to a computer on the network.

IP Address—Internet Protocol (IP) address is a number that uniquely identifies a computer on the network.

Subnet Mask—Subnet mask is a number that identifies what subnetwork the computer is located on. This number will be the same on all computers on a home network.

Using a DHCP server

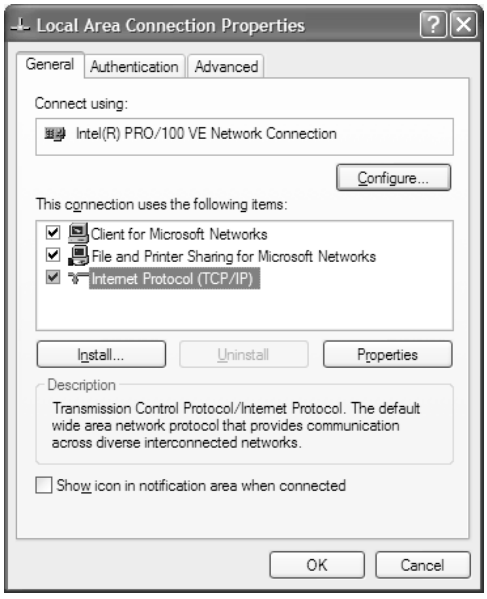
In order to use the TCP/IP protocol on each computer with a router or access point router, you must set the protocol to "Obtain an IP address from a DHCP server."

▶ **To use a DHCP server:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
2. Click/Double-click **Network Connections**. The *Network Connections* window opens.
3. Right-click **Local Area Connection**, then click **Properties**. The *Local Area Connection Properties* dialog box opens.

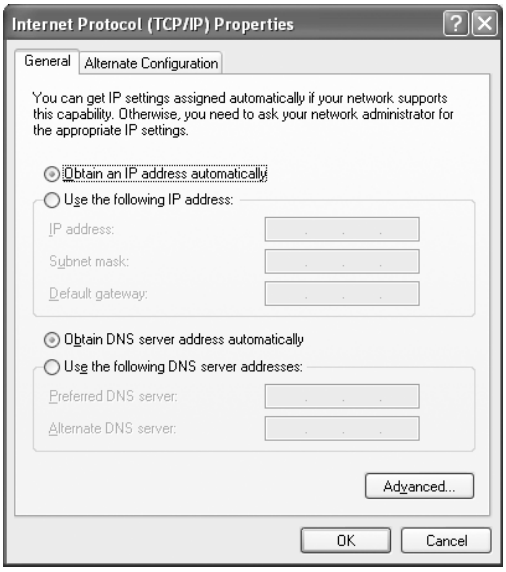
   - OR -

   If you do not have a LAN connection setup, click **Create a new connection** and follow the instructions in the New Connection Wizard.



4. Click to select the **Internet Protocol (TCP/IP)** check box in the **This connection uses the following items** list. If you do not see TCP/IP, drag the scroll bar to see more choices.
5. Click **Properties.** The *Internet Protocol (TCP/IP) Properties* dialog box opens.

6 Click the **General** tab.



7 Click **Obtain an IP address automatically**.

8 Click **OK** to close the *Internet Protocol (TCP/IP) Properties* dialog box.

9 Click **OK** to close the *Local Area Connection Properties* dialog box.

10 Click **X** to close the *Network Connections* window.

11 Repeat this procedure for every computer on your network.

■

Setting up an Ethernet network

We recommend using category 5, unshielded, twisted-pair cable (approximately 1/4-inch diameter with a thin outer-jacket, containing eight color-coded wires), and equipment compatible with this type of cable. This type of cable is equipped with RJ-45 connectors (like a large telephone jack connector, but with eight pins) on each end.

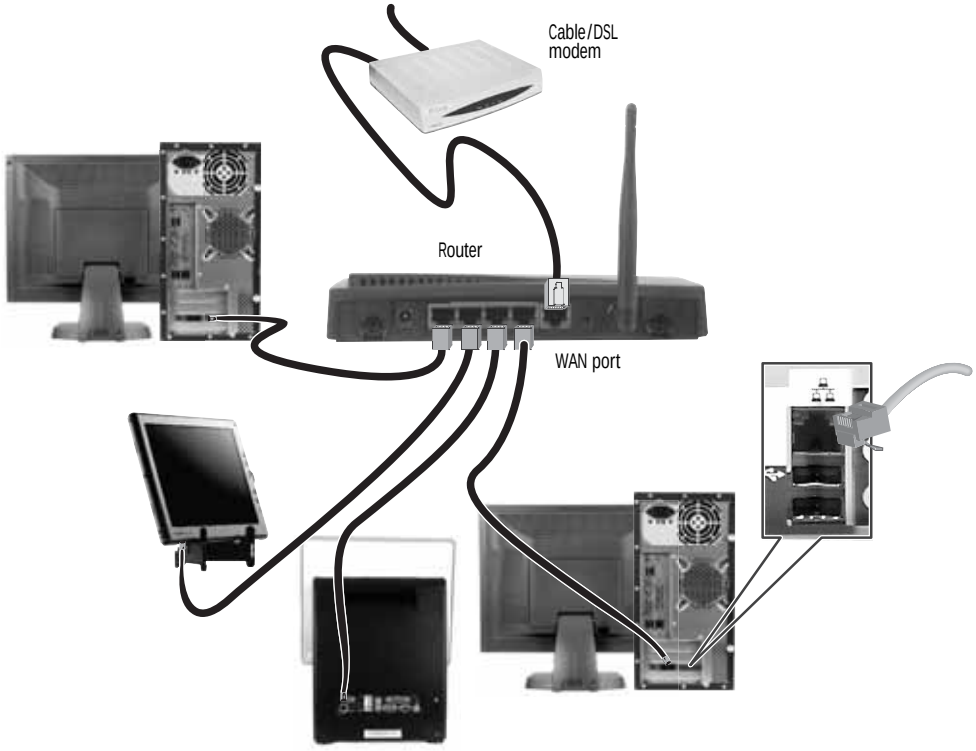
Category 5 cables are available in two different types; straight-through cables, used to connect computers to a router, and crossover cables, used to connect two computers.

To determine which type of cable you have, hold both ends of the cable with the connectors facing away from you and with the spring clip on the bottom. For straight-through cable, the wires on both connectors are attached to copper pins in the same order (same colors, left to right). For a crossover cable, the wires on each connector are attached to the copper pins in a different order (different colors, left to right).

Setting up a network using a router

If you are setting up a network for more than two computers and you will be connecting your network to a high-speed Broadband Internet connection (cable or DSL modem), we recommend the use of a router. A router lets you access the Internet connection from any network computer. The router can assign IP addresses to the computers on the network and can provide firewall protection for your network as well.

In addition to a router, you need a straight-through cable for each computer you want to connect to the network.



To set up a network using a router:

1. Plug one end of the power adapter into the AC connector on the router and the other end into a grounded, 110V electrical outlet.
2. Turn on your computers.
3. Plug one end of a straight-through network cable into any numbered port on the router (except the WAN port). The WAN port is used to connect the router to the DSL or cable modem, and is identified by a label or a switch. Plug the other end of the cable into the network connector on the computer. As each computer is connected to the router, the corresponding green indicator should light on the front of the router, indicating a good connection.
4. Repeat Step 3 for each computer on the network.
5. For an Internet connection, plug a straight-through cable into the WAN port on the router and the other end into the Ethernet jack on the DSL or cable modem.

■

Configuring your router

After you have named your computers and set up TCP/IP on them, you can configure your router using your Web browser. For instructions, see your router's documentation.

Testing your network

Now that your home network is set up, log onto one of your computers and access a favorite Internet Web site.

If you are unable to connect to the Internet:

- Run the New Connection Wizard (for more information, see "Setting up an Internet account" on page 21).
- Check all physical cable connections
- Compare the status lights on the front of the router or access point with the patterns described in the router or access point literature
- Temporarily turn off any firewall software on your desktop computer
- Turn off all of the devices, then power them back on
- Refer to your router's or access point's troubleshooting information
- Contact your Internet service provider

Sharing resources

With a network, you can share your Internet connection, drives, and printers.

Sharing drives and printers

With a network, you can *share* drives (for example hard drives and DVD drives) and printers among the computers connected to the network.

Important
To share a printer among the network computers, each computer must have the shared printer's drivers installed. Follow the instructions included with your printer to install the printer drivers on each computer.

After the drives and printers on each network computer are shared, you can access them as though they were attached directly to your computer. Then you can:

- View a network drive
- Open and copy files stored on other network computers
- Print documents on network printers

Sharing drives or folders

If you want to share a drive or folder, use the following instructions.

To share drives or folders:

1. In My Computer or Windows Explorer, right-click the drive or folder that you want to share, then click **Sharing and Security**. The folder properties dialog box opens.

   If you share a drive, the entire contents of that drive will be available to everyone on your network. If you share a folder, only the contents of that folder will be available to everyone on the network.

2 Click the **Sharing** tab.

3 If this is the first time you have shared a drive or folder, click **Network Setup Wizard** to enable remote access, then follow the on-screen instructions.

- OR -

If you have previously enabled remote file access and you want to share a drive or folder with others on the network (network sharing), click to select the **Share this folder on the network** check box, type a shared name in the **Shared name** box. To let other users have full permissions to read and write to the shared drive or folder, click to select the **Allow network users to change my files** check box.

4 Click **OK**.

■

Un-sharing drives and folders

▶ **To un-share drives or folders:**

1 In My Computer or Windows Explorer, right-click the drive or folder that you want to un-share, then click **Sharing and Security**.

2 Make sure that the **Share this folder on the network** check box is not selected.

3 Click **OK**.

■

Sharing printers

▶ **To share printers:**

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.

2 Click/Double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.

3 Right-click the name of the printer you want to share, then click **Sharing**.

4 Click **Share this printer**.

5 Click **OK**.

■

Using the network

After the drives and printers on each network computer are shared, you can:

- View shared drives and folders
- Map a network drive
- Open and copy files stored on other network computers
- Print documents on network printers

Viewing shared drives and folders

Help
For more information about workgroups, click **Start**, then click **Help and Support**. Type **workgroups** in the **Search Help** box, then press ENTER.

To view shared drives and folders:

1. Click **Start**, then click **My Network Places**. The *My Network Places* window opens.
2. Click/Double-click **Entire Network**. The *Entire Network* window opens. If you do not see the contents of the network after you double-click **Entire Network**, click **entire contents**.
3. Double-click **Microsoft Windows Network**.
4. Double-click the name of your workgroup. The names of each of the computers in your workgroup are listed.
5. Double-click the name of the computer containing the drive or folder you want to view. All shared drives and folders are listed.

■

Mapping a network drive

After a drive or folder on one computer is mapped as a drive on another computer, the contents of the drive or folder can be accessed as if the drive were attached directly to the computer.

For example, the My Documents folder on computer 1 is mapped as the Z drive on computer 2. To access the My Documents folder on computer 1 from computer 2, double-click the Z drive.

To map a network drive:

1. Locate the drive or folder by completing the steps in "Viewing shared drives and folders" on page 54.
2. Right-click the drive or folder, then click **Map Network Drive**. The Map Network Drive wizard opens.
3. Click the arrow button to open the **Drive** list, then click the drive letter you want to map this drive or folder to.
4. Click **Reconnect at Logon** if you want to reconnect to this drive or folder each time you log on to the network.
5. Click **Finish**.

■

Opening files across the network

To open files across the network:

1. Start the program for the file you want to open.
2. Click **File**, then click **Open**.
3. Browse to the network drive that contains the file you want to open.
4. Double-click the folder containing the file, then double-click the file.

■

Copying files across the network

To copy files across the network:

1. Click **Start**, then click **My Computer**. The *My Computer* window opens.
2. Browse to the network drive that contains the file you want to copy.
3. Browse to the file you want to copy.
4. Click the file.
5. Click **Edit**, then click **Copy**.
6. Double-click the folder where you want to copy the file to.
7. Click **Edit**, then click **Paste**.

■

Printing files across the network

Important

Before you can print a file across the network, you must install the driver for the printer on the computer you are sending the file from. You can obtain the printer driver and installation instructions from the CD that shipped with your printer or from the manufacturer's Web site.

To print files across the network:

1. Open the file you want to print.
2. Click **File**, then click **Print**.
3. Click the arrow button to open the printer name list, then click the network printer.
4. Click **OK**.

■

Adding a printer to your network

Instead of plugging a printer into your computer, you can add a printer to your network. To add a printer to the network, do one of the following:

- Connect your printer to your networked computer, then share the printer. For information about sharing printers, see "Sharing drives and printers" on page 52.
- Connect your printer to your access point if the access point includes a USB or parallel port. For more information, see the instructions that came with your access point.
- Use a printer that has built-in wireless networking.
- Use a wireless print server.

Chapter 6

Customizing Windows

- Adjusting the screen and desktop settings
- Using a second monitor
- Viewing the display on a television
- Changing the mouse settings
- Adding and modifying user accounts
- Changing power-saving settings

Adjusting the screen and desktop settings

Tip
If you are using a monitor, you can adjust the screen settings for brightness, contrast, and horizontal and vertical image position using the controls on the front of your monitor. For more information about these adjustments, see your monitor's user guide.

Adjusting the color depth and screen area are two of the most basic display settings you may need to change. You can also adjust settings such as the screen background and screen saver.

Adjusting the color depth

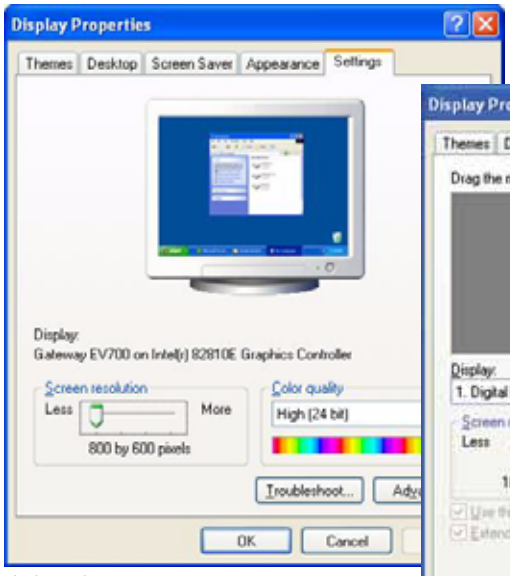
Color depth is the number of colors your screen displays. Various image types require various color depths for optimum appearance. For example, simple color drawings may appear adequately in 256 colors while color photographs need millions of colors to be displayed with optimum quality.

Windows lets you choose from several color depth settings. We recommend that you use the 32-bit True Color setting at all times.

If the color in your images seems "false" or "jumpy," especially after you have played a game or run a video-intensive program, check the color depth setting and return it to 32-bit True Color, if necessary.

▶ **To change the color depth:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.
2. Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.
3. Click the **Settings** tab.



Single-monitor computer

Dual-monitor computer

4. Click the arrow button to open the **Color quality** list, then click the color depth you want.

Help
For more information about adjusting display settings, click **Start**, then click **Help and Support**. Type **changing display settings** in the **Search Help** box, then press ENTER.

5. Click **OK**, then click **Yes**.

■

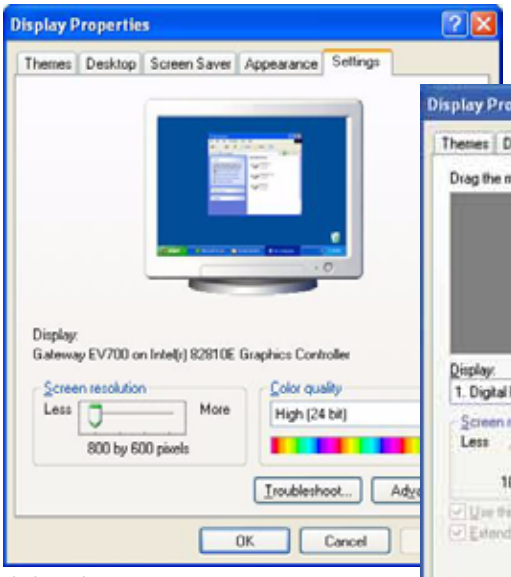
Adjusting the screen resolution

Help
For more information about adjusting screen resolution, click **Start**, then click **Help and Support**. Type **changing screen resolution** in the **Search Help** box, then press ENTER.

You can increase the screen resolution to fit more icons on your desktop, or you can decrease the resolution to make reading the display easier. The higher the resolution, the smaller individual components of the screen (such as icons and menu bars) appear.

▶ **To adjust the screen resolution:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.
2. Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.
3. Click the **Settings** tab.



Single-monitor computer

Dual-monitor computer

4. Drag the **Screen resolution** slider to the size you prefer.

Tip
If you have multiple monitors connected, click to select the monitor you will change before dragging the slider.

5. Click **OK**, then click **Yes**.

■

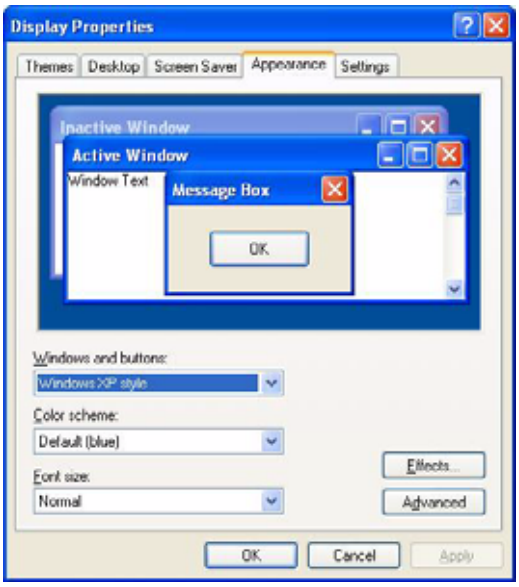
Changing the colors on your Windows desktop

You can change the colors of Windows desktop items, such as the background color and dialog box title bars.

▶ **To change desktop colors:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.
2. Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.

3 Click the **Appearance** tab.



4 Click the arrow button to open the **Color scheme** list, click the color scheme you want, then click **OK**. The new colors appear on your desktop.

- OR -

If you want to create a new color scheme as part of a desktop theme, see the following procedure.

■

To create a new color scheme as part of a desktop theme:

1 Click **Advanced**. The *Advanced Appearance* dialog box opens.

2 Click the arrow button to open the **Item** list, then click the item you want to change.

3 Change the color or font settings for the item.

4 Click **OK**, then click the **Themes** tab.

5 Click **Save As**, type a name for the new theme, then click **OK** twice. The new colors appear on your desktop.

■

Changing the desktop background

Help
For more information about changing the desktop background, click **Start**, then click **Help and Support**. Type **changing desktop background** in the **Search Help** box, then press ENTER.

You can change the Windows desktop background picture. Windows provides several backgrounds, or you can use pictures that you have created or retrieved from other sources.

To change the desktop background:

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.

2 Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.

3 Click the **Desktop** tab.

4 Click a background picture in the **Background** list.

- OR -

Click **Browse** to select a background picture from another location.

5 If you want the picture you chose to cover the entire screen, click the arrow button to open the **Position** list, then click **Stretch** or **Tile**.

If the picture you chose does not cover the entire screen and you did not choose to stretch or tile the picture, you can change the solid color behind the picture by clicking the arrow button to open the **Color** list, then clicking a color.

6 Click **OK**.

■

Selecting a screen saver

Caution

If you are using a monitor (not a flat-panel display), an image may get burned in on your monitor screen if you leave your computer on for long periods of time without using it. You should use a screen saver which constantly changes its image to avoid this damage. Flat panel displays cannot be damaged with image burn-in.

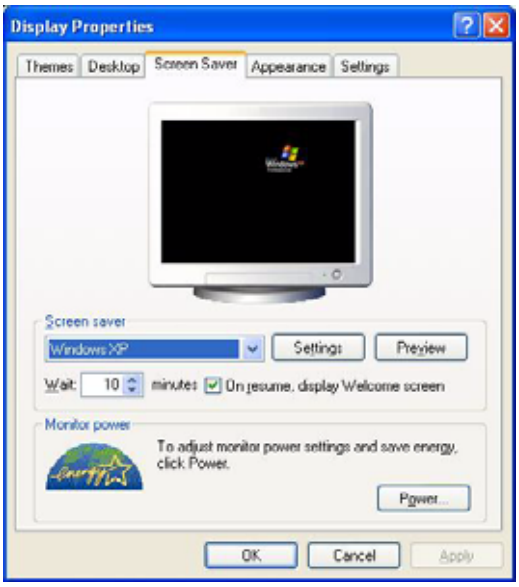
You can use a screen saver to keep others from viewing your screen while you are away from your computer. Windows supplies a variety of screen savers that you can choose from, and many more are available from the Internet and as commercial products.

▶ **To select a screen saver:**

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.

2 Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.

3 Click the **Screen Saver** tab.



4 Click the arrow button to open the **Screen Saver** list, then click the screen saver you want. Windows previews the screen saver.

- If you want to customize the screen saver, click **Settings**, then make your changes**.** If the Settings button is not available, you cannot customize the screen saver you selected.
- If you want to display the Welcome (Login) screen whenever you exit the screen saver, click the **On resume, display Welcome screen** check box.
- If you want to change the time before the screen saver is activated, click the up or down arrows next to the **Wait** box.

Help
For more information about selecting a screen saver, click **Start**, then click **Help and Support**. Type **screen savers** in the **Search Help** box, then press ENTER.

5 Click **OK**.

■

Using an extended desktop

If your computer supports dual monitors (it must have multiple monitor ports), you can use a second monitor to roughly double the size of your Windows desktop. You can use the additional desktop space to accommodate additional windows.

▶ **To turn on extended desktop:**

1. Right-click any empty space on the desktop, then click **Properties**. The *Display Properties* dialog box opens.
2. Click the **Settings** tab.

3. Click the second monitor icon (labeled *2*), then click **Extend my Windows desktop onto this monitor**.
4. Click **Apply**.

Help
For more information about using an extended desktop, click **Start**, then click **Help and Support**. Type **multiple monitors** in the **Search Help** box, then press ENTER.

5. You can open windows in your desktop and drag them over to the second monitor.

■

Using a second monitor

Important
The dialog boxes shown in this section are for demonstrative purposes only and may not represent the screens on your computer.

If your computer's video card supports additional monitors (it must have two video connections), you can connect an additional monitor or projector to your computer.

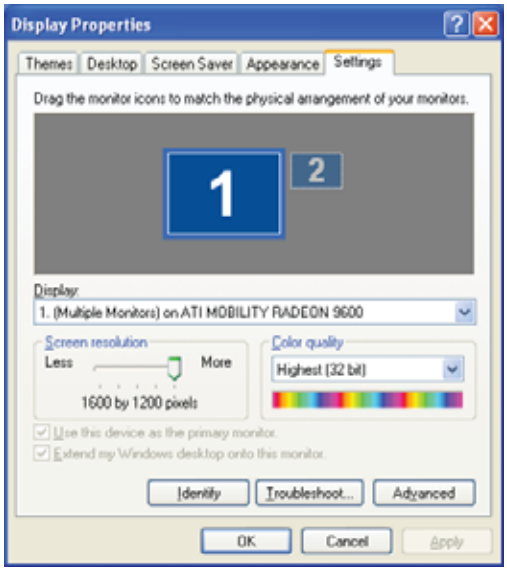
▶ **To use a projector or additional monitor:**

1. Turn off your computer.
2. Plug the projector or monitor cable into the secondary VGA port on your computer. For the location of the VGA port on your computer, see the poster or *Reference Guide*.
3. Turn on your computer.

4 Plug the projector's or monitor's power cord into an AC power outlet, then turn it on. Windows recognizes the new hardware and searches for its driver. You may need to install the driver from the disc supplied by the manufacturer or download the driver from the manufacturer's Web site.

5 After the driver is installed, right-click any empty space on the desktop, then click **Properties**. The *Display Properties* dialog box opens.

6 Click the **Settings** tab.



7 Right-click the second monitor icon (labeled *2*), then click **Attached**.

8 Click **Apply**.

9 Adjust properties such as **Screen Resolution** or **Color Quality** if necessary.

10 Click **OK**.

■

Viewing the display on a television

Important

The TV out feature is available only on computers that have a Video out or S-Video out jack.

The dialog boxes shown in this section are for demonstrative purposes only and may not represent the screens on your computer.

To turn on external video by default, connect the television (or other external video device) before starting your computer.

Audio is not transmitted through the Video out or S-Video out jacks. Use a set of headphones or external powered speakers to hear sound while playing a DVD. DVD playback to a VCR will be scrambled by copyright protection software.

The video out or S-Video out jack on your computer lets you view your display on a television screen using a standard RCA or S-Video cable.

▶ **To view your computer display on a television:**

1 With your computer off, connect one end of an appropriate video cable to the video out or S-Video out jack on your computer. For the location of the video jacks on your computer, see the poster or hardware guide.

2 Connect the other end of the cable to the Video in jack on your television or VCR.

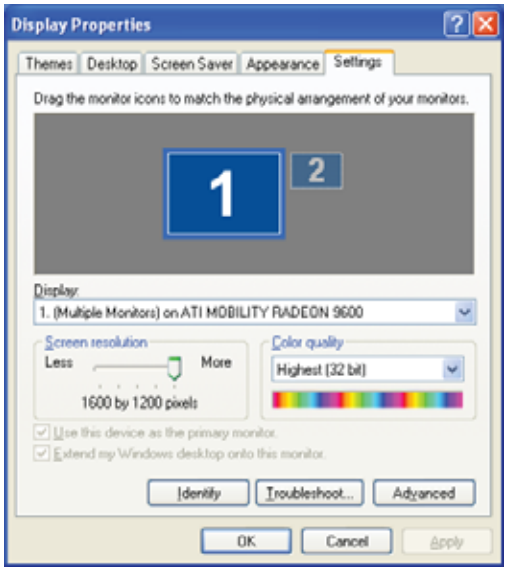
3 Turn on the television or VCR.

4 Start your computer.

5 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.

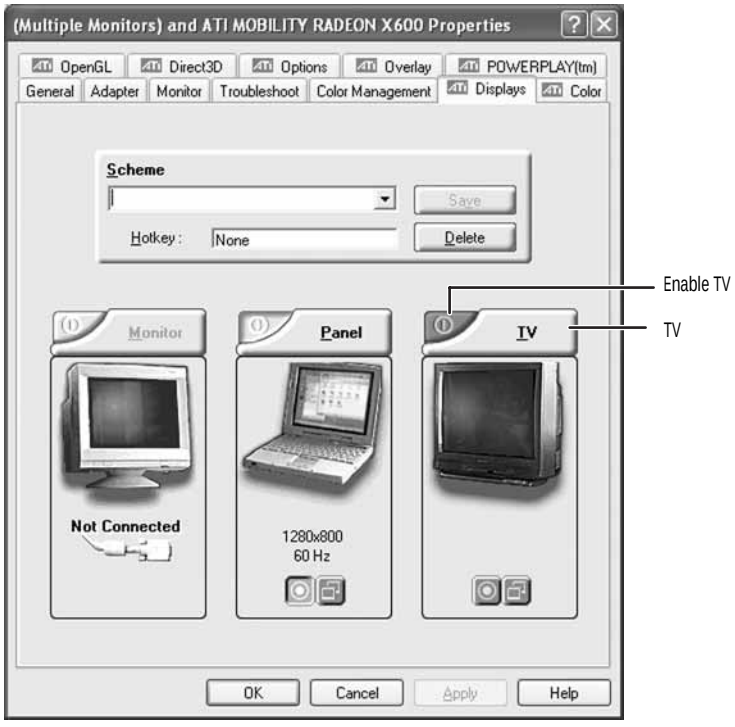
6 Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.

7 Click the **Settings** tab.



8 Click **Advanced**. The *Multiple Monitors Properties* dialog box opens. (Your dialog box may look different.)

9 Click the **Displays** tab.



10 Click the **Enable TV** button if it is not already enabled, then click **Apply**.

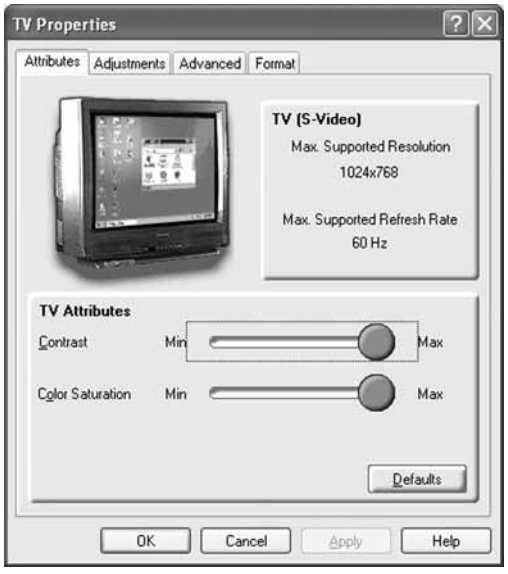
Important
If the Enable TV and TV buttons are grayed out, your computer has not detected the television. Make sure that the television is turned on and connected correctly.

■

Modifying television settings

▶ **To modify television settings:**

1 On the *Multiple Monitors Properties* dialog box **Displays** tab, click **TV**. The *TV Properties* dialog box opens.



2 Modify the settings, then click **OK**.

■

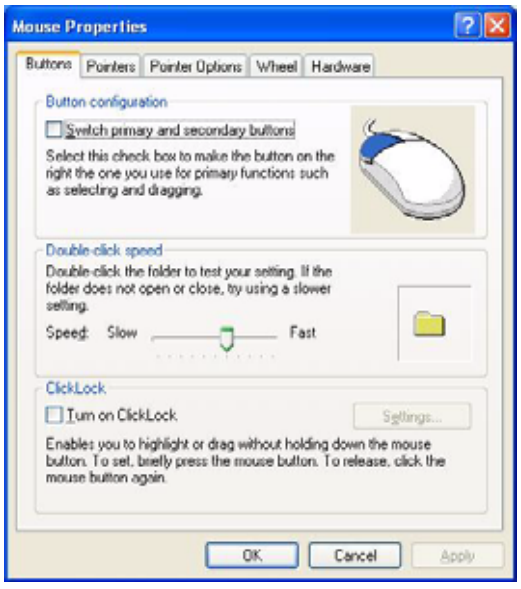
Changing the mouse settings

Help
For more information about changing mouse settings, click **Start**, then click **Help and Support**. Type **mouse settings** in the **Search Help** box, then press ENTER.

You can adjust the double-click speed, pointer speed, left-hand or right-hand configuration, and other mouse settings.

▶ **To change your mouse settings:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.
2. Click/Double-click the **Mouse** icon. The *Mouse Properties* dialog box opens.



3. Click one of the tabs to change your mouse settings.
4. Click **OK** to save changes.

■

Adding and modifying user accounts

You can create and customize a user account for each person who uses your computer. You can also change between user accounts without turning off your computer.

User account tips

- If you want to create an account for someone, but you do not want that user to have full access to your computer, be sure to make that account *limited*. Remember that limited accounts may not be able to install some older programs.
- If a program or peripheral device is installed in one account, it may not be available in other accounts. If this happens, install the program or device in the accounts that need it.
- Files created in one account are not accessible from other accounts unless the files are stored in the *Shared Documents* folder. The Shared Documents folder is accessible from all accounts on that computer and from other computers on the network.

To add, delete, or modify user accounts:

1. Click **Start**, then click **Control Panel**.
2. Click/Double-click the **User Accounts** icon. The *User Accounts* window opens.

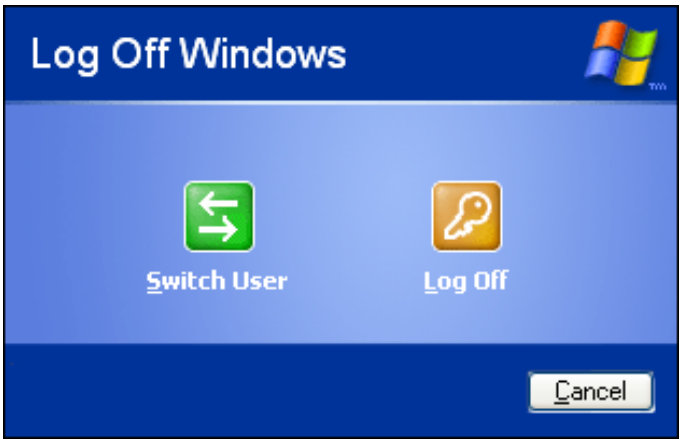
> **Help**
> For more information about user accounts, click **Start**, then click **Help and Support**. Type **user accounts** in the **Search Help** box, then press ENTER.

3. Follow the on-screen instructions to add, delete, or modify a user account.

■

To change between user accounts:

1. Click **Start**, then click **Log Off**. The *Log Off Windows* dialog box opens.



2. Click **Switch User**. The Windows *Welcome* screen opens.

> **Caution**
> If you click **Log Off**, any programs that were running may be turned off.

3. Click the user account that you want to use. When you switch between user accounts, any programs that were running for the previous user continue to run.

■

Changing power-saving settings

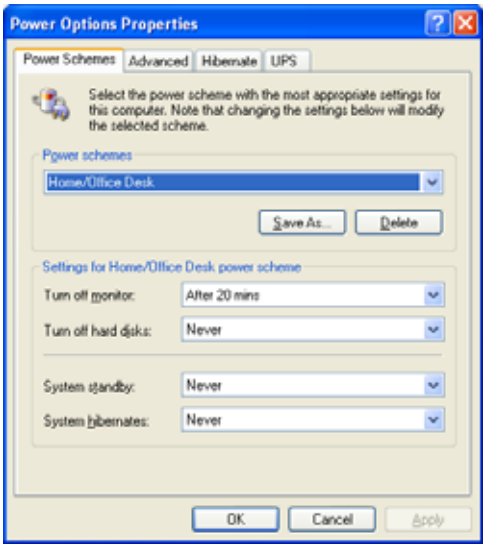
Changing the power scheme

Help
For more information about changing the power scheme, click **Start**, then click **Help and Support**. Type **power scheme** in the **Search Help** box, then press ENTER.

Power schemes (groups of power settings) let you change power saving options such as when the monitor or hard drive is automatically turned off. You can select one of the defined power schemes or create a custom power scheme.

▶ **To change the power scheme:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.
2. Click/Double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.



3. Click the arrow button to open the **Power Schemes** list, then click the power scheme you want.

   - OR -

   Click an arrow button for the **System standby**, **Turn off monitor**, or **Turn off hard disks** timer, then click the time you want. To save your custom power scheme, click **Save As** and type a name for the scheme.
4. Click **OK**.

■

Changing advanced power settings

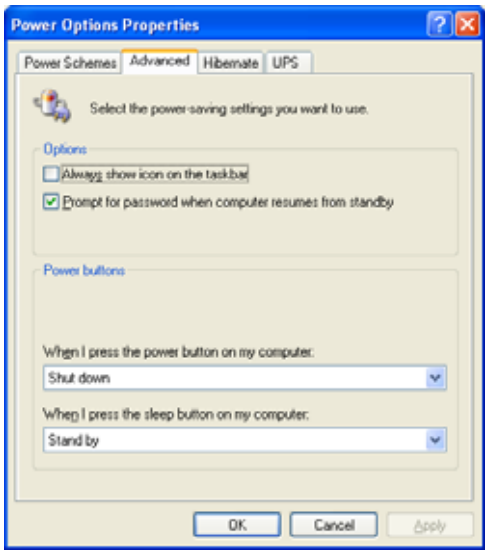
Help
For more information about changing the power management settings, click **Start**, then click **Help and Support**. Type **power management** in the **Search Help** box, then press ENTER.

Advanced power settings let you assign different power saving modes to the power button.

▶ **To change advanced power management settings:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.
2. Click/Double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.

3 Click the **Advanced** tab.



4 Click the arrow button to open a **Power buttons** list, then click the power setting mode you want to use.

5 Click **OK**.

■

Activating and using Hibernate mode

Help
For more information about hibernate mode, click **Start**, then click **Help and Support**. Type **hibernate** in the **Search Help** box, then press ENTER.

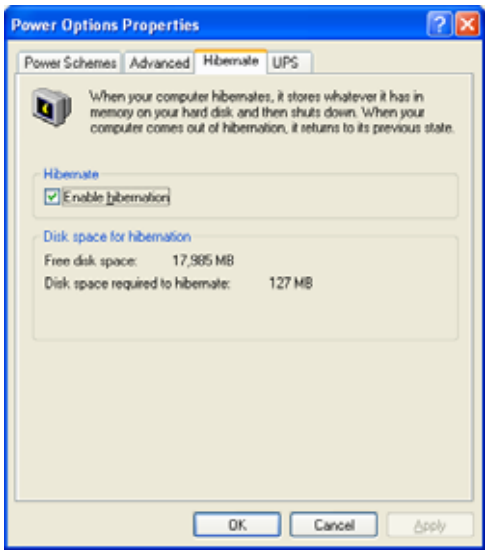
Hibernate (also called *save to disk*) writes all current memory (RAM) information to the hard drive, then turns your computer completely off. The next time you turn on your computer, it reads the memory information from the hard drive and opens the programs and documents that were open when you activated Hibernate mode.

▶ **To activate Hibernate mode:**

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

2 Click/Double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.

3 Click the **Hibernate** tab.



4 Click the **Enable hibernation** check box, then click **Apply**. Hibernate mode is now an option you can select in the Power Schemes and Advanced tabs and in the *Shut Down Windows* dialog box.

5 Click **OK**.

■

▶ **To use Hibernate mode:**

- As an automatic power savings mode:

  Open the *Power Options Properties* dialog box, then click the **Power Schemes** tab. Click the arrow button to open a **System hibernates** list, then click the time you want to use.

  -OR-

  Open the *Power Options Properties* dialog box, then click the **Advanced** tab. Hibernate is now an option in the **Power buttons** lists.

- As a manually-selected power savings mode:

  Click **Start**, then click **Shut Down**. Press and hold SHIFT, then click **Hibernate**.

  ■

Installing an uninterruptible power supply

▶ **To install an uninterruptible power supply (UPS):**

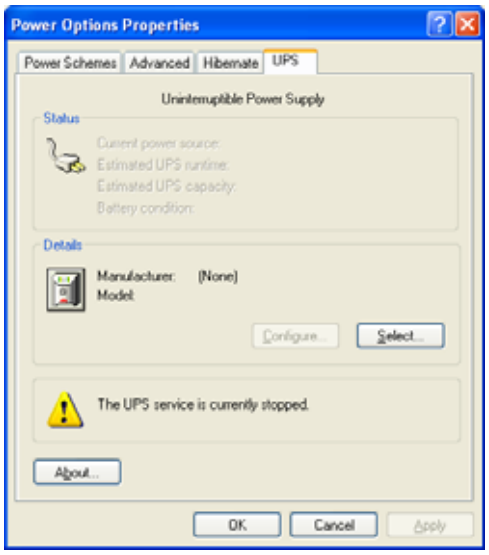
Help

For more information about setting up an uninterruptible power supply, see the UPS documentation, or click **Start**, then click **Help and Support**. Type **uninterruptible power supply** in the **Search Help** box, then press ENTER.

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

2 Click/Double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.

3 Click the **UPS** tab.



4 Click **Select**. The *UPS Selection* dialog box opens.

5 Click the manufacturer and model of the UPS device, then click the serial port where the UPS device is attached.

6 Click **Finish**, then click **OK**.

■

Chapter 7

Protecting Your Computer

- Hardware security
- Data security
- Security updates

Hardware security

Although you may be able to replace your computer with a call to your insurance agent, you cannot replace the information stored on your computer. Take steps to prevent theft of your computer.

Kensington lock slot

The first step in computer security is preventing your computer from being stolen.

Attach a cable lock to the Kensington lock slot on the back of your computer, then wrap the cable lock to a solid object like a desk or table. You can buy a cable lock at most electronics stores and many department stores.

For the location of the Kensington lock slot, see your *Reference Guide*.

Data security

The second step in computer security is keeping your data safe and secure.

About startup and hard drive passwords

Tip

Make sure that you use a password you can remember. The password feature is very secure, and you cannot bypass it. If you forget your password, you will have to return your computer to eMachines so we can reset it.

Use a startup and hard drive password to keep other people from using your computer. You have to enter your password when you turn on your computer or access your files.

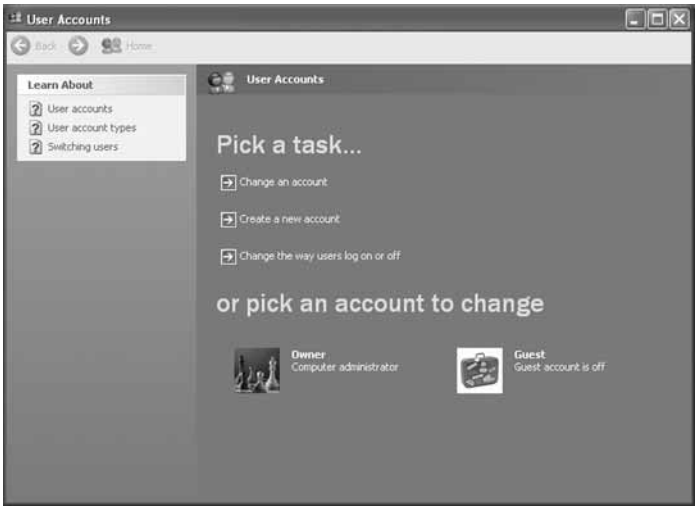
These passwords are set in your computer's BIOS Setup utility. Use a password that you can remember but that would be hard for someone else to guess.

About Windows XP user accounts

Windows lets you set up a user account for each person who uses your computer. When you set up user accounts, Windows sets up a My Documents folder for each account. You can assign a password to each account so only the account owner can access files in the My Documents folder.

Help
For more information about *Windows XP user accounts,* click **Start**, then click **Help and Support**. Type **user accounts** in the **Search** box, then press ENTER.

When you set up a user account, you can also limit the programs that a user can install or run.



Protecting your computer from viruses

A *virus* is a program that attaches itself to a file on a computer, then spreads from one computer to another. Viruses can damage data or cause your computer to malfunction. Some viruses go undetected for a period of time because they are activated on a certain date.

Protect your computer from a virus by:

- Registering your copy of McAfee SecurityCenter and subscribing to the virus definition update service. You may have received a free limited time subscription to one of these services when you purchased your computer.
- Using the McAfee VirusScan program to check files and programs that are attached to e-mail messages or downloaded from the Internet.
- Checking all programs for viruses before installing them.
- Disabling macros on suspicious Microsoft Word and Excel files. These programs will warn you if a document that you are opening contains a macro that might have a virus.
- Periodically updating the McAfee VirusScan program to protect against the latest viruses.
- Making sure the Windows Security Center is configured to provide you with the highest level of protection.

Tip
For more information about modifying security settings, see "Modifying security settings" on page 80.

Your new eMachines computer may have the McAfee SecurityCenter installed. The McAfee SecurityCenter includes the following components:

- *McAfee VirusScan* is an anti-virus subscription service. You can use VirusScan to protect your computer from viruses, worms, Trojan horses, and hybrid attacks.
- *McAfee Personal Firewall* blocks unwanted inbound and outbound Internet traffic to prevent hacker attacks.
- *McAfee Privacy Service* protects against online identity theft by blocking the transmission of personally identifiable information. This service also filters offensive online content (including pop-ups, ads, and web-bugs) and monitors, controls, and logs where children surf.
- *McAfee Spamkiller* prevents identified spam from reaching your e-mail inbox and protects you against known *Phishing* scams.

Help
For more information about protecting your computer against viruses, click **Start**, then click **Help and Support**. Type the keyword **viruses** in the **Search Help** box, then press ENTER.

Using McAfee SecurityCenter

Scanning for and removing viruses

▶ **To scan for and remove viruses:**

1. Click **Start**, **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

2. Click **Scan**. McAfee scans your computer for viruses and automatically removes any that it finds. When McAfee is finished scanning, the program displays a summary of the items detected and removed from your computer.

■

Updating your virus definitions

McAfee is set up to automatically retrieve the latest virus definitions from the Internet and install them on your computer. If you turn off this automatic feature, you should manually update your virus definitions.

▶ **To update your virus definitions:**

1. Make sure that you are connected to the Internet.
2. Click **Start**, **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

3. Click **Update**. The McAfee SecurityCenter checks for updates.

■

Important
To update McAfee SecurityCenter after the subscription period expires, you must extend your subscription.

Configuring McAfee VirusScan

You can configure McAfee VirusScan to perform a virus scan at certain times and on certain drives on your computer. You can also configure the types of files that it scans for.

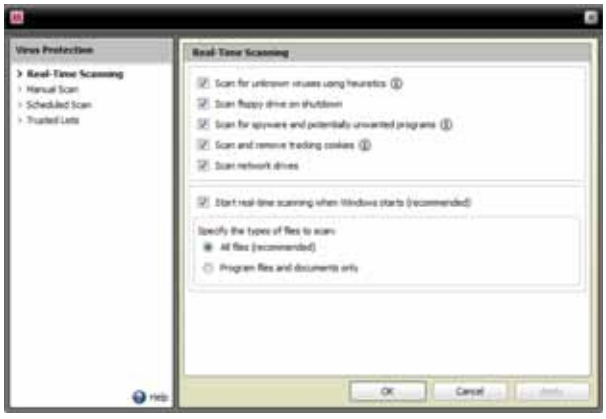
▶ **To configure McAfee VirusScan:**

1. Click **Start**, **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

2 Click **Computer & Files**. A list of services appears to the right of Computer & Files category.

3 Click **Configure** in the services area. The *Computer & Files Configuration* screen opens.

4 Click the grey **Virus protection is enabled** bar to expand that area, then click **Advanced**.



5 Click the type of scan you want to configure, then set the options for that scan type.

6 Click **OK**.

■

Using McAfee Parental Controls

You can use McAfee Parental Controls to restrict your children from accessing specific Web sites or spending too much time on the Internet.

▶ **To use McAfee Parental Controls:**

1. Click **Start**, **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

2. Click **Parental Controls**, then click **Configure** in the services area. The *Parental Controls Configuration* screen opens.

3. Click the gray **Parental controls are disabled** bar to expand that area, then click **Advanced**.

4 Click the control you want to configure, then follow the instructions for modifying that control.

5 Click **OK**.

■

Using Windows XP Security Center

Windows Security Center helps protect your computer through:

- A firewall
- Automatic Windows updates
- Third-party virus protection software
- Security options in Internet Explorer

Modifying security settings

▶ **To modify security settings:**

1 Click **Start**, **Control Panel**, then double-click **Security Center**. The *Windows Security Center* dialog box opens.

2 Click **Internet Options** or **Windows Firewall**.

3 For more information about the Windows Security Center, click **Get help about Security Center**.

■

Security updates

To keep your computer secure, you need to keep Windows XP and your computer's system software up to date.

Windows Update

If a hacker finds a way to bypass the security features built into Windows XP, Microsoft creates a high-priority Windows update to fix the problem. You should update Windows regularly to keep your computer secure.

- Click **Express** to download high-priority updates. These updates include security updates.
- Click **Custom** to download high-priority, Windows software, and hardware driver updates. These updates include security updates.

Windows XP Security Center

Use the Windows XP Security Center to schedule automatic updates. Windows can routinely check for the latest important updates for your computer and install them automatically.

▶ **To schedule automatic updates:**

1 Click **Start**, **Control Panel**, then double-click **Security Center**.

2 Click **Automatic Updates**. The *Automatic Updates* dialog box opens.

3 Make your changes to the schedule settings, then click **OK**.

■

BigFix

Your computer may include BigFix. BigFix monitors your computer for problems and conflicts. It automatically gathers information about the latest bugs, security alerts, and updates from BigFix sites on the Internet. Whenever BigFix detects a problem, it alerts you by flashing the blue taskbar icon. To fix the problem, click on that icon to open BigFix.

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